**WHITESVILLE PUBLIC LIBRARY July 18, 2023 Meeting Minutes**

**Present:** Alice Schlichting, Karen Smith, Gay Thistle, Caleb Cutler, Jan Talbett, Alicia Coleman

1. The meeting was **called to order** by Gay 6:02 PM
2. No **Public Comment**
3. **Board Reorganization**
4. A letter of resignation was presented from Chris Lukacz effective immediately. A motion was made by Alice to accept Chris Lukacz resignation, Jan seconded it and all agreed.
5. A letter of resignation was presented by Jan Talbett effective at the end of the meeting on June 18, 2023. A motion to accept the resignation was made by Gay and seconded by Caleb. All agreed.
6. A motion to nominate Alicia Coleman to replace Chris was made by Gay and Jan seconded. All agreed.
7. The Oath of Office was administered for Alicia Coleman and Alice Schlichting.

Alice made the motion to nominate **Gay as President**, Alicia seconded it and all agreed.

Alice made the motion to nominate **Caleb for Vice President**, Jan seconded it and all agreed.

Gay made the motion to nominate **Alice as Secretary**, Alicia seconded and all agreed.

Gay made the motion to nominate **Alicia as Treasurer**, Alice seconded and all agreed.

1. **Accept Minutes** –Alice made the motion to accept May minutes (No June meeting). Jan seconded it and all agreed.
2. **Director’s Report** was submitted. Discussion on Director’s report included:
   1. As indicated in the report, hiring out for a mini audit every 2 years with an audit every 3 will not save any money. It was decided to maintain the every 5 year audit policy.
   2. We discussed Trustee Yearly Training requirements. Most of the Board will need one more hour of training (by the end of December). Karen will forward the info about STLS online training.
   3. Karen contacted a professional playground builder and installer (in light of the problems the school and town have had with theirs). She has found plans and options that could work for us and will pass them along to the Whitesville Girl Scout troop to decide plan. Girl Scouts will begin meeting again in September.
   4. The library did not apply for the current round of construction grants (to replace windows) because no contractor would supply an estimate. Will try again next year.
   5. A motion to accept the Director’s Report was put forth by Alice and seconded by Caleb and all agreed.
3. **Fundraising**
4. Book Sale- made a profit of $20. Food sale went well. Will need to start at 9 AM next year.
5. Garden Tour July 29 from 10-3- report given by Gay. Set up will begin at 8 AM, gathered volunteers for staffing registration desk. Library will stay open for rest rooms until 3 PM.
6. Ice Cream Social date- August 16, 2023 – discussed what needs to be done. Alice volunteered to head up the arrangements for ice cream.
7. **Financial/Budget**
   1. A motion to accept the May and June Financial reports was put forth by Caleb and seconded by Jan and all agreed.
   2. Bills for Review: 3 bills for lawn mowing for the total amount of $240 were presented. Gay made the motion to pay the bills and Alice seconded it and all agreed. Karen mentioned that she ordered 250 pens that we use a giveaways for Garden tour, Ice Cream social and at Christmas for a cost of $244.40, Alice made the motion to pay this bill, Caleb seconded it and all agreed.
8. **Building and Maintenance**
9. Playground Replacement-covered under Director’s Report
10. Window replacement- covered under Director’s Report
11. It was decided that we need to hire b-weekly garbage pick up from LaForge for anon profit cost of $29.42/month. Alice made the motion to accept this proposal, Jan seconded it and all agreed. Karen will call to make the arrangements.
12. **Policy and Procedures**
    1. Collected reviews of Director from Trustees
    2. Director’s review is scheduled for Aug 9 at 1 PM. Caleb and Gay will administer review.
13. **Old Business- none**
14. **New Business- none**
15. **Adjournment:** At 7:08, Caleb made a motion to adjourn the meeting, Alice seconded it and all agreed.