

Library Board Meeting Minutes
Tuesday October 10th, 2023

Meeting conducted in person in the Friends of the Library Community Room
Minutes by L. Phelan

Board Member Attendees: Randall Crow, Laura Phelan, MaryBeth Paulisse, Stefanie Moritz, Art Waldman, Dennis Dorn, Jean Phillips
Staff Attendance: Jocelyne Sansing, Rebecca Light

Call to Order at 5:30 pm

1. Public Comments

- a. No public comments.

2. Approval of September Library Board Meeting Minutes (action item)

- a. Motion to approve the September minutes made by Dennis Dorn, seconded by Art Waldman. Motion passed unanimously.

3. Financial Review and Approval of September Vendor Report (action item)

- a. September Vendor Report
 - i. 850 - Capital - Use of Fund Balance: \$960 for Tingalls Design was for design work on the wrap for the bookmobile.
 - ii. 440 - Training & Development - first 3 items were for staff development day; rest of items are for WLA conference at end of month.
- b. Outside Funds - market is down, so there was a dip in the foundation and endowments this month.
- c. 212 Operating Fund - YTD 212 Operating Fund is cruising along.
 - i. The plan to correct 112 Part Time Non-Perm line - whatever can't be covered by city personnel line will be covered by the library fund up to \$20,000.
 - ii. 440 Training and Development - currently showing overspent in this account, but everyone attending WLA is doing it through a grant through SCLS, so it will make up the difference.
- d. The city Finance Committee had meeting, and the budget process is different from previous years. All 3 of the library initiatives were included in the mayor's budget, including an increase for pages. The budget will go through one more committee meeting, and then a public hearing.
- e. Motion to approve the September Vendor Report made by Dennis Dorn, seconded by Stefanie Moritz. Motion passed unanimously.

4. Trustee Essentials and Annual Calendar:

- a. **United for Libraries and Trustee Training Week follow-ups (discussion)**
 - i. Library policies scheduled to be looked at in 2024. Many policies reference others, so it is easier to do together when trying to update.
- b. **2024 Holiday Observances and Facility Closures (action item)**

- i. Motion to approve the 2024 Holiday Observances and Facility Closures made by Art Waldman, seconded by MaryBeth Paulisse. Motion passed unanimously.

c. Down the road:

- i. **November - Annual Review of the Strategic Road Map**
 - Advocacy Review and MID BOT Handbook
 - Staff Presentation by Head of Adult Services, Liz Zimdars
- ii. **December - BOT Self Review and Skills Matrix**
 - Staff Presentation by Outreach and Community Engagement Librarian, Amy Perry

5. Director's Update / Monthly Strategic Road Map Report

- a. StoryWalk has been a big success, and looking at ways to expand in the future.
- b. Updates to the children's space will be happening this week with the baby garden and wall sensory boards.

6. New Business:

- a. Next week is National Friends of the Library week.

7. Next Meeting: November 14, 2023 5:30pm

8. Adjourn (action item)

- a. Motion to adjourn made by Dennis Dorn, and seconded by Stefanie Moritz. Meeting adjourned at 6:40 PM. Motion passed unanimously.