

Holland Public Library

Board of Trustees Meeting Minutes

Meeting Minutes for April 15, 2021

Members Present (via Zoom):

Jennifer Gumlaw, Chair
Steve Anderstrom, Trustee
Shannon Horn-Eldred, Trustee
Tracie Scott, Director

The Chairman called the meeting to order at 1:01

Old Business:

- Appointing Secretary
 - Jennifer moved that Shannon be placed in the Secretary role.
 - Steve seconded.
 - Motion carried
- Director's Report (See attached copies for March and April.)
 - Maintenance
 - The light over the back door is no longer flickering after Shannon replaced the light bulb.
 - Tracie spoke to some members of the church next door, and they have offered to remove the old desk from the library yard.
 - Recent & Upcoming Events
 - Planning has started for the 2021 summer reading program.
 - This year's theme is "Tails & Tales".
 - Due to a surplus of prizes that were not given out last year, Tracie is going to cut down on the number of prizes to be purchased and will use the remaining prizes from last year.
 - Community Book Club schedules for May 10th at 1:00.
 - Staffing
 - Tracie has finished training Samantha Evans who filled the vacancy that has been open since Joannie left her position in May, 2020.
 - Etc.
 - Salvation Army donation pick-up has been scheduled for Friday, April 30th.
 - Tracie asked if the old director's laptop should go with the donation.
 - Steve said that since it is a town laptop that it should go back to the town who has someone who can take care of it.
 - Weeding is almost done; only the children's section is remaining.

- A new staff contact sheet has been created and disbursed to the staff and trustees of the library.
- The Cultural Council grant is going to be given to the library in a different way this year.
 - In the past, Tracie would submit invoices to be paid out of the grant.
 - Moving forward, the town is going to transfer the money from the grant to the library.
 - Tracie is working with the town treasurer and accountant to figure out the best way to transfer the money to the library, either by creating a new account for the money to be transferred into or some other way.
- Monday, April 19th is a state holiday (Patriot's Day), so the library will be closed.
 - Tracie will create signs to post.
- The opening of the library building to the public may be delayed due to the recent rise in COVID cases.
 - Tracie is going to follow the guidance of the Town Hall to see when they open to the public.
- New Items for April have been ordered.
- Reading logs and promotional materials for Summery Reading program have also been ordered.
- Vouchers continue to be submitted to town hall where Steve signs them.
- Website, Facebook, and Holland Community Center E-Blast
 - Updates are made regularly to each of these.
 - Feedback has been received that library patrons really like the updates, so Tracie will continue to do these.

New Business:

- Budget / Handicap Door
 - There has been some confusion regarding this request.
 - Jen and Tracie attended the Finance Committee meeting in March
 - The original amount requested for the door was \$4,000.
 - During the meeting, the finance committee suggested that a buffer be build in for that, so the amount was increased to \$5,000.
 - The committee said that the amount would need to be added to the warrant.
 - Tracie contacted the town hall and had the item added to the warrant (in the amount of \$5,000).
 - An email was received after the fact stating that the original request of \$4,000 would not be a problem for us to get. They will transfer the \$4,000 from the sign for it.
 - There were still questions about the additional \$1,000.
 - The Board of Selectmen were due to meet to discuss this.
 - We should be hearing from something about this soon since the meeting to discuss with the Board of Selectmen has already taken place.
 - If the \$1,000 is approved, then that will need to go on the warrant (which will replace the \$5,000 request previously added to the warrant).
- Town Caucus

- Jennifer has been nominated to run for re-election (3-year term, ending in 2024)
 - Shannon has been nominated to run for Bonnie's vacated spot (2-year term, ending in 2023)
 - Steve's spot will be up for re-election next year (2022).
- Next meeting: May 20^h at 1:00 PM.
 - Discussions regarding where the meeting will take place.
 - Steve suggested that if it is raining, then we meet in the Community room at the Town Hall.
 - Tracie prefers to not have a meeting with others inside due to COVID concerns, so the plan for next month is this:
 - If it is nice, all will meet outside.
 - If it is raining, Jen, Steve, and Shannon will meet in the Community Room while Tracie remains at the library where she will be brought into the meeting via phone or ZOOM.

The Chair ended the meeting at 1:28 PM.

Minutes Submitted by Shannon Horn-Eldred, Secretary