

# Holland Public Library

## Board of Trustees Meeting Minutes

Meeting Minutes for November 18, 2021

### Members Present:

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

Meeting was called to order at 1:05 pm.

### Old Business:

- Approval of Minutes for September 16, 2021 (September Library Board Meeting)
  - o Jennifer moved to accept; Steve seconded.
  - o Motion carried.
- Approval of Minutes for October 21, 2021 (October Library Board Meeting)
  - o Jennifer moved to accept; Steve seconded.
  - o Motion carried.

### New Business:

- Update on Director
  - o Tracie is back to work full time.
  - o Discussion has started on when the library will re-open on Thursdays.
- Director's Report
  - o Maintenance:
    - Replacement of the garden boxes is pending. They should be installed at the library over the Thanksgiving weekend.
    - Wooden outdoor hours sign has rotted where the hangers attach; sign cannot be hung until this is fixed.
  - o Recent & Upcoming Events
    - Library was unable to participate in the PTO Trunk or Treat due to staff member illness.
    - Story time has been scheduled for Fridays, December 3, December 10, and December 17 at 1:00pm; it will be presented by Family Foundations.
      - Will start outside, but will move indoors if weather is not conducive to outdoor reading.
    - Wingmasters Birds of Prey program scheduled for Saturday, December 4 at 1:00 pm.
    - Pastel Paint program scheduled for Tuesday, January 11 at 6:00 pm.
    - Community Book club scheduled for Monday, December 13<sup>th</sup> at 1:00 pm.
  - o Staffing

- Tracie has been cleared to return to work full time (note was provided).
  - The library will be closed the day before Thanksgiving and the day before Christmas as has been done in the past.
- Etc.
  - The open position for LA I/Substitute has been posted.
  - The issue with the Municipal Appropriation Requirement not being met with the state has been resolved. MAR was met by recalculation Town Appropriated Municipal Income (TAMI) to include nonrecurring funds.
  - Creation of a new Patron Use Policy is pending.
  - Two programs have been scheduled and will be paid for with the 2021 Mass Cultural Council grant. The community Room in the Town Hall has been reserved.
  - Walmart shopping for building supplies completed.
  - The November book order was submitted.
  - Bills submitted biweekly for payment.
  - Website, eblast, Facebook, press, flyers all continue to be updated regularly.
- Library Policies
  - The board will begin going over all policies to ensure they are complete and up-to-date.
  - The board will start with the Patron Use Policy.
  - Shannon to retrieve the Westfield policy discussed, convert it into a document, and send over to Tracie.

The next meeting will be held on December 16<sup>th</sup> at 1:00 pm at the Library.

The meeting was ended at 1:30 PM.

Minutes Submitted by Shannon Horn-Eldred, Secretary