

Holland Public Library

Board of Trustees Meeting Minutes

Meeting Minutes for November 17, 2022

Members Present:

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

Meeting was called to order at 1:00 pm.

Old Business:

- Approval of Minutes for October 20 Library Board Meeting
 - o Jennifer moved to accept; Steve seconded.
 - o Motion carried.

New Business:

- Director's Report
 - o Maintenance
 - Book drop was re-opened after testing to ensure no water was coming in.
 - Mouse deterrents have been installed around the library.
 - o Recent & Upcoming Events
 - Library participated in Trunk or Treat on October 29. Two large storage bins of children's books were given out.
 - Make Mandala Ornaments was held on November 16th at 6:00 pm
 - Jewelry Jam – Jewelry making class scheduled for December 7th from 6-7:30 pm
 - Community Book Club scheduled for December 12th at 1:00 pm
 - o Staffing
 - Next staff meeting scheduled for December 3rd at 4:00 pm.
 - Kara Jund has been hired to fill the open LA I/Substitute position
 - Tracie is scheduled for Jury Duty on November 22nd.
 - o Etc.
 - Fall program planning has been completed. Programs are being paid with funds from the Cultural Council grant.
 - Interviews completed and new LA I hired
 - Intake process and training started for new LA I.
 - Revisions of the Library Goals and Objectives policy have been started.
 - Tracie has started research for new computers
 - November book order placed
 - Weeding continues with Young Adult

- Bills submitted biweekly for payment
 - Website, eblast, Facebook, press release all updated weekly.
- Review Bills
 - All bills to be paid were reviewed.
- Library Policies
 - Tracie will continue to revise the Library Goals and Objectives policy.
- New Computers
 - Shannon looked at computers Tracie has found and made recommendations based upon his experience.
 - There are some good contenders for PCs for the open PCs as well as the Librarian's PC.
 - Shannon offered to assist with program installations, etc. for the new computers if the new IT department is not able to assist with it in a timely manner.
- Trustee Responsibilities
 - A complaint has been filed with the town against one of the board members by an employee of the library.
 - The town sent the complaint down to Jen as the chair of the board.
 - Jen reviewed the code of ethics with the board members to ensure that everyone understands so that the complaint does not happen again.
- Trunk or Treat Recap
 - There were some patrons who commented on the library's lack of setup at the trunk-or-treat.
 - The board discussed this; since Trunk-or-Treat is not required, the library does not have to participate in it if they do not want to.
 - If the library does want to continue to be a part of Trunk-or-Treat, the board discussed several ideas on how the experience could be improved for patrons.
 - Set up with a table
 - Have multiple people assist with setup; not just a single person responsible for pulling everything out and putting it back.
- Items not anticipated in advance
 - None

The next meeting will be held on December 15th at 1:00 pm at the Library.

The meeting was ended at 1:45 PM.

Minutes Submitted by Shannon Horn-Eldred, Secretary