

Holland Public Library

Board of Trustees Meeting Minutes

Meeting Minutes for January 5, 2023

Members Present:

- Jennifer Gumlaw, Trustee
- 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 November 17, 2022 Library Board Meeting
 - o Steve moved to accept; Jen seconded.
 - o Motion carried.

New Business:

- Director's Report
 - o Maintenance
 - Lightbulb above the front door needs to be replaced.
 - New additional parking signs have arrived and need to be installed.
 - Highway Department called to install new signs and replace lightbulb.
 - Outside water spigot shut off for the winter
 - Tree branches down in yard.
 - o Recent & Upcoming Events
 - Jewelry Jam – Held on Dec 7
 - Make Embossed Metal bookmarks scheduled for Jan 5th at 6pm
 - Community Book Club is scheduled for Monday, Jan 9th at 1pm
 - Weekly programs continue
 - o Staffing
 - Next staff meeting scheduled for Feb 16th at 12:00 pm.
 - o Etc.
 - New LA I Kara training is complete and she is now working her regular hours
 - DCR passes ordered
 - Budget process for FY23-274 started
 - Budget Meeting with the finance committee is scheduled for Feb 2 at 6pm
 - Met with Jen Iller to discuss changes to the Cultural Council Grant
 - Have to plan programs in advance
 - Figure out ballpark amount and then ask for a bit more
 - All programs require own grant

- Library Goals and Objectives policy was revised.
- Collection Development policy was revised
- Automatic Door Opener
 - Only have the money until June
 - Tracie got quotes; one for \$7,000
 - Building Inspector still has not answered outstanding questions
- November/December book order placed
- Weeding continues with J Non-Fic, Fic P-S, and W
- Bills submitted biweekly for payment
- Website, eblast, FB, press release updated weekly.
- Review Bills
 - All bills to be paid were reviewed.
- Budget
 - Created budget for FY2024
 - Due January 12th.
 - Tracie will send once completed and approved by the board
- Library Cabinet
 - Instead of buying a new cabinet, maybe add casters to file cabinet that is by the desk to employees can easily move it to get out.
 - We should really replace the file cabinet since the keys for the existing one have been lost.
- Sick Protocol
 - Tracie is going to add this to the Employee Policy
- Email List
 - We will just keep Facebook, flyers, and the sign up front.
 - No need for our own list at the current time.
- Items not anticipated in advance
 - None

The next meeting will be held on February 16th at 1:00 pm at the Library.

The meeting was ended at 2:16 PM.

Minutes Submitted by Shannon Horn-Eldred, Secretary