

# Holland Public Library

## Board of Trustees Meeting Minutes

Meeting Minutes for March 16, 2023

Members Present:

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

Meeting was called to order at 1:04 pm.

### Old Business:

- Approval of Minutes for February 16, 2023 Library Board Meeting
  - o Jen moved to accept; Steve seconded.
  - o Motion carried.

### New Business:

- Director's Report
  - o Maintenance
    - Doorknob replacement ordered for back door.
  - o Recent & Upcoming Events
    - Community Book Club is scheduled for Monday, Monday, April 10<sup>th</sup> at 1pm
    - Weekly programs continue
  - o Staffing
    - Tracie will be on vacation from March 27-March 31 and April 3 – April 7<sup>th</sup>.
  - o Etc.
    - Library Goals and Objectives policy was finalized and added to the policy binder and posted to the library website.
    - Annual Report was written and turned in prior to due date of March 2<sup>nd</sup>.
    - New computer order was sent to the board clerk to be placed with Amazon. One staff computer and 2 public computers will be purchased.
    - New cabinet for behind the desk received
    - Picture books are being weeded, and spine labels are being corrected as needed.
      - As Tracie finishes weeding a section, Kara is following behind and shelf-reading (dusting, organizing, and pulling all books forward)
    - Donation pickup scheduled for April 21<sup>st</sup>.
    - Reading logs, posters, lawn signs, kick-off bags, etc. ordered for Summer Reading Program 2023. Shipping date is May 1<sup>st</sup>.
      - Theme is "All Together Now" – (Kindness / Friendship / Unity)

- New and additional Manga series ordered for the Graphic Novel section
  - Computer and Internet Use Policy currently being updated. This is the final policy left for revision.
  - March book order was placed.
  - Bills submitted biweekly for payment.
  - Website, Facebook, press release all updated weekly
- Review Bills
  - All bills to be paid were reviewed.
- Library Policies
  - Computer and Internet Use policy revision is in progress.

Items Not Anticipated in Advance

- None

The next meeting will be held on April 20<sup>th</sup> at 1:00 pm at the Library.

The meeting was ended at 1:27 PM.

Minutes Submitted by Shannon Horn-Eldred, Secretary