

# Holland Public Library

## Board of Trustees Meeting Minutes

Meeting Minutes for January 13, 2022

Members Present:

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

Meeting was called to order at 12:58 pm.

### Old Business:

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

### New Business:

- Director's Report
  - o Maintenance:
    - Plumber called in for bathroom repairs
      - Fixed leaky pipe under bathroom sink
      - Fixed running toilet
      - Readjusted sink faucets to be able to turn it off completely
  - o Recent & Upcoming Events
    - Story Time
      - Resumes on Fridays starting January 21<sup>st</sup> at 1:00 PM at the library.
    - Pastel Paint Program
      - Program scheduled for Tuesday, January 11<sup>th</sup>. At 6pm was cancelled by instructor.
      - Rescheduled for Wednesday, February 9 at 6:00 PM via Zoom or GoToMeeting
      - Limited to 10 people.
    - Community Book Club – Scheduled for Monday, February 8<sup>th</sup> at 1:00 pm.
  - o Staffing
    - Job posting to fill the open LA I/Substitute position will be posted until filled.
    - Tracie has requested time off from March 21<sup>st</sup> – March 25<sup>th</sup>.
      - Beth will cover Thursday for Tracie; all other shifts are good to go.
    - Staff Wages
      - Discussions were had regarding a pay increase for each of the Library Assistants.

- The Board will continue to look into what amounts to bump them up to in order to ensure we still fall within the budget.
  - Etc.
    - Patron Use Policy draft.
    - Budget
      - Discussion whether to add a trustee stipend for a total of \$300 / year (\$100 for each board member)
      - Tracie will update the budget with all discussed item and will send out later this week so that all responses can be received by Monday.
    - Graffiti was found in the bathroom.
    - Toys for Tots has been picked up.
    - Budget request to the Finance Board is due no later than Tuesday, January 18<sup>th</sup>.
      - This is prior to our February meeting, thus we will need to have an extra meeting to discuss the final details prior to submission.
    - The library is setting up GoToMeeting account through the Town Hall to use in place of Zoom.
    - Preschool / Elementary age STEM kits have been processed and are ready for circulation
      - Returns of STEM kits are not allowed via Drop Box
    - Savage Systems was called in and was able to resolve the issue with staff computer and public computers not printing.
    - Winter weeding continued.
    - January book order was placed on January 10<sup>th</sup>.
    - Bills submitted biweekly for payment.
    - Website, eblast, FB, press, flyers, etc. 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.
- Garden Box Reimbursement
  - The community member who donated his time to rebuild the library garden boxes is having an issue getting reimbursed.
  - The board will look into a way to reimburse the community member for his generosity in the much-needed rebuilding of the garden boxes.

The next meeting will be held on February 17<sup>th</sup> at 1:00 pm at the Library.

The meeting was ended at 2:23 PM.

Minutes Submitted by Shannon Horn-Eldred, Secretary