

Holland Public Library

Board of Trustees

Meeting minutes for July 21, 2016

Members present: Peggy Lowell, Lynn Harhay; Jessi McCarthy, Director

Holland resident Jennifer Gumlaw

The Chairman called the meeting to order at 4:01PM

Old Business

- The minutes of the June meeting were approved by a vote of 2-0.
- Director's report: See attached.
- Staffing update: Tracie is doing well as our new Library assistant and has created a programming handout for patrons.
- Building maintenance: Jessi's painter will review our painting needs on the porch, ramp and ceiling next Tuesday; he will send Jessi his estimate for the Trustees' approval.
- Furniture: The new table and chairs, which are ADA approved, have been ordered.
- Long range plan update: ARIS numbers are due on August 19 after which work on the long range plan will recommence.
- Trash issue: Jessi received notice that \$29.26 was removed from one of the Library's accounts for a monthly trash payment without her approval; Lynn will talk to Ernie Fancy of the Finance Board to see if he has suggestion as to how we should proceed since the monies for trash removal are already in the Selectmen's budget.
- Fire alarm: Jessi is still looking for an electrician to hardwire a fire alarm in the Library.
- Summer reading: The summer reading program is struggling, with only eight children participating.
- Patron printer: Jessi contacted CWMars which tried to talk her through the process of getting the printer working again; someone will come out to reconfigure in a week or so.

New Business

- Door locks: With a key outstanding, it was decided to have the Library's two locks changed and about ten new keys distributed; Jessi will contact a locksmith as soon as possible to have the work done; the Trustees approved the cost in advance.

- Trustee appointment: Jennifer Gumlaw attended this meeting to see if she would be interested in joining the Board; we discussed the Trustees' duties and she agreed to have her name submitted to the Select Board for confirmation. Kate Frohn's name came up as a future appointment, but since she is not a full-time Holland resident, she could not be elected to the position.
- All Boards meeting: It appears Jessi was not invited to the last All Boards meeting; it was suggested she remind the Executive Secretary that she should be on that list of invitees.
- Lock box: Joanie suggested we have a lock box on the premises to facilitate entry if a key is forgotten; Kate Frohn's husband can buy and install it; Jessi will look into the cost.
- Vouchers: Vouchers were signed; a copy is attached.
- Next meeting: August 18, 2016.
- Adjournment: The chairman adjourned the meeting at 5:04PM.

Minutes submitted by: Lynn Harhay, secretary