

Holland Public Library
Board of Trustees

Meeting Minutes for November 15, 2018

Members Present: Jennifer Gumlaw, Lynn Harhay, Shannon Horn-Eldred; Tracie Scott, Director

The Chairman called the meeting to order at 1:04 pm.

Old Business:

- Minutes for October 18, 2018 meeting approved by a vote of 3-0.
- Director's Report (See attached copy.)
 - Maintenance
 - Highway Department has been contacted to remove bunting from exterior of building.
 - Scott with George A Barnard Roofing Company inspected the library roof on November 8th.
 - Overall, roof is in good shape.
 - Did find a couple of small issues
 - Front Ridge cap lifted
 - Some broken slate
 - A full report will be sent.
 - Recent & Upcoming Events
 - Trunk or Treat
 - Library gave out books along with candy.
 - Tracie was contacted by Sara Hawke who is interested in collecting children's books for the library to give out during next year's trunk or treat. Tracie invited Sara to call to discuss; waiting for that phone call.
 - Electric Myth
 - Low turnout
 - Vendor did not charge the library due to the low turnout.
 - Feasting from Literature
 - Was not quite what was expected.
 - People seemed to enjoy it.
 - Staffing
 - Beth Crosby has completed training; she is now working Tuesdays from 3-6 pm.
 - Cindi will be away 1/31/2019 – 3/10/2019. Beth will cover her hours.
 - Joanie Robbins was promoted to Library Assistant II, and she received a pay increase of \$1 per hour.
 - Tracie will be attending the Annual Director Round Table meeting in Charlton on Thursday 1/3/2019. Beth will cover her hours that day.
 - Etc.
 - Library Assistant Employee policy finalized.
 - Lynn moved, Shannon seconded to approve.

- Approval passed 3-0.
 - Library Assistant I and Library Assistant II job descriptions created.
 - Lynn moved, Shannon seconded to approve.
 - Approval passed 3-0.
 - Fish Tank – Shannon will take it away today.
 - Monthly statistics – About the same counts as October.
- Vouchers: Jen signed all current vouchers.
- Annual Action Plan
 - Tracie & Jen met to discuss the Annual Action Plan.
 - The Long Rang Plan will need to be updated to include more details under the Goals & Objectives section.
 - The following goals will be included in the Annual Action Plan
 - Increase frequency of online communication
 - Increase programming for all age groups
 - Increase scope of the collection
 - Building Project
 - Tracie will send updated Annual Action Plan to the board to review before it is submitted. It is due to be submitted by 12/1/2018.
 - Tracie will also email a copy of the Long Range Plan to Shannon who will convert it from Draft to Final copy.
- Library Budget
 - Need to add Bradford Wireless Controller (\$1000 Expense) to the budget
 - Add to new category: Mandatory Technology Upgrade
 - Tracie will call CWMARS to discuss the process of upgrading the wireless controller.
 - Increase Office Supplies to \$1000
 - Programming will stay at \$1500
 - Books/DVDs/Audio Books, etc. amount must be a total of 20% of our total budget in order to get the highest amount from the annual grant.
 - Before next meeting, everyone is to go over the Budget Planning Information Request.
 - Should be receiving notification from Finance Committee in the very near future; was received early December last year.
- Library Friends Group
 - Tracie has a list of people who are interested in becoming member of the Friends of the Library.
 - Tracie will pass the information to Tim Horn-Eldred who will schedule a meeting with the group.
 - The group will then vote on a leader.

New Business:

- Next meeting: December 20th, 2018 @ 1:00 PM.

Minutes Submitted by Shannon Horn-Eldred, Secretary