

Holland Public Library
Board of Trustees

Meeting Minutes for November 15, 2018

Members Present: Jennifer Gumlaw, Shannon Horn-Eldred

The Chairman called the meeting to order at 1:03 pm.

Old Business:

- Minutes for November 15, 2018 meeting approved by a vote of 2-0.
- Director's Report (See attached copy.)
 - Maintenance
 - Highway Department has been contacted a second time to remove bunting from exterior of building.
 - Tracie contacted Janet at George A Barnard Roofing Company requesting the full report from last month's inspection.
 - Mike's Cleaning Service contacted; they perform the following services
 - Disinfect the bathroom
 - Mop / vacuum floors
 - Empty the trash
 - Wipe down all desks and tables
 - Recent & Upcoming Events
 - Make Seasonal Ornaments (12/1)
 - Gingerbread House Decorating (12/15)
 - Make Snow Slime & Winter Crafts (12/27)
 - Food for Fines (Active until 12/29)
 - Community Book Club will not meet in January
 - Staffing
 - Cindi will be away 1/31/2019 – 3/10/2019. Beth will cover her hours.
 - 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.
 - It may be a good idea to replace the Library's portable outside sign to a lockable, permanent sign to advertise and promote the library and programs.
- Vouchers: Jen signed all current vouchers and will take to the Town Hall before 3:00pm 12/20.
- Library Budget
 - Before next meeting, everyone is to go over the Budget Planning Information Request.

New Business:

- Next meeting: January 17th, 2019 @ 1:00 PM.
- Meeting adjourned at 1:16 pm

Minutes Submitted by Shannon Horn-Eldred, Secretary