

Holland Public Library

Board of Trustees

Meeting Minutes for September 20, 2018

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

The acting-chairman called the meeting to order at 1:00 pm.

Old Business:

- Lynn and Tracie both requested changes be made to the minutes for the August 16<sup>th</sup> meeting.
  - Shannon will make the changes and email out today
  - Minutes will be voted on / approved during the next meeting.
- Vouchers: Shannon signed all current vouchers.
  - Tracie included a new vendor in our vouchers: Savage Systems. They worked on the library computer when it went down. They charged \$80/hour, and they finished the work on the downed library computer in 15 minutes. Tracie then had them do a couple of other things on the other computers (reset Administrator passwords, etc.) to eat up the rest of the hour that the \$80 that we paid covered.
- Director's Report (See attached copy.)
  - Maintenance
    - Tracie called Brian with the Highway Department again regarding the removal of the brush pile behind the shed.
    - Tracie has called and left messages regarding the Roof Inspection request. She will continue to try to get ahold of him to get the roof inspected.
    - Shannon never got a chance to power wash the shed during the last month. He will take care of it in the next couple of weeks before the weather changes.
  - Recent & Upcoming Events
    - Summer Reading program ended on August 18<sup>th</sup> with the Grand Prize drawings on August 20<sup>th</sup>. There was a great amount of participation this year!
    - Holland Community Center Senior Health and Wellness Fair – The Library had a table. There was not a very good turnout for the fair this year compared to years passed, so no new card signups and no Friends Group signups.
    - Weekly Story Time started back on September 14<sup>th</sup>.
    - Upcoming Events at the Library:
      - Pumpkin Painting: October 13<sup>th</sup>, 12:30 pm
      - Community Book Club: October 15<sup>th</sup>, 1:00 pm
      - The Electric Myth: The Evolution of Creepypasta: October 16<sup>th</sup>, 6:00 pm
      - Feasting From Literature: November 12<sup>th</sup>, 6:00 pm
      - Gingerbread House Decorating: December 15<sup>th</sup>, 10am – 2pm
  - Staffing
    - Three candidates were interviewed for the Substitute Library Assistant position

- Tracie has narrowed it down to one candidate; she will be calling references in the next few days.
  - Etc.
    - Community Center has agreed to include library information in their weekly e-blasts
    - Book & DVD order placed for September.
    - Friends Group – Tracie sent an email to Shannon regarding the Annual Friends sharing with Friends Meeting that is scheduled for October 20<sup>th</sup>. Tim Horn-Eldred is interested in attending the meeting. Tracie also has a small list of individuals who are interested in joining a Friends group. Tracie will provide the person's contact information to Tim Horn-Eldred (once permission is given by person to share their contact information).
    - Tracie completed the ARIS report.
    - Tracie attended a State Aid Webinar to learn how to complete the reporting.
    - Finance Report & Compliance Report are due October 5<sup>th</sup>.
    - Cultural Council Grant is due October 15<sup>th</sup>.
    - Employee Policy was updated and emailed to the Board.
    - Old Sturbridge Village passes have been purchased – they have not been received yet.
    - Book Buyer
      - Tracie contacted a new book buyer. He pays \$1 per box of books.
      - Tracie asked if we wanted him to come and clear out the shed.
      - Shannon was concerned that would impact the books that are slated to be included in the Annual Book Sale.
      - It was decided that we would hold off until after the next Book Sale to have someone come in and buy out everything else that we have that didn't sell at the book sale.
  - Statistics
    - All monthly statistics were up with the exception of one which stayed the same.
    - Library usage (Patron count) for August was way up from previous month.
- Library Policies
  - Employee Policy was approved by the Board by vote 2-0.
  - Tracie will ask other libraries about their policies and see if there are any that they have that we may need.
- Annual Action Plan
  - Shannon sent a Sample Annual Action Plan found on the MBLC website.
  - Tracie and members of the Board will review the Long Range Plan to see what goals we can find from there to include in the Annual Action Plan.
    - Increase Web Presence
    - Some piece of the building project.
    - Any work that Tracie does on this Annual Action Plan should be billed to the Building Feasibility Account.
- Treasurer's Analysis of the MBLC Grant
  - Lynn met with Linda to discuss.

- When Linda looked into it, she saw that the grant had been put into two separate accounts.
- Linda was going to do research to find out why it was put into 2 accounts and send the information back out; when follow-up was done with Linda, she said she had put the information in the Library's mailbox.
- Tracie has not seen this information; she will look around the library to see if it is somewhere.
- If Tracie cannot find the information, she will reach back out to Linda and request a reprint of whatever information was sent over originally.

#### New Business:

- Tracie was called into Jeanine's office (Kelly's replacement)
  - Tracie was told that there has been an issue with the trash pickup, and that because the bill had not been paid, the trash had not been picked up in a while.
  - Jeanine said she was trying to come up with a new plan for trash.
    - She would like to put a new 2 yard dumpster next to the library for both Town Hall and Library use.
  - After discussing this, the Board decided to vote on whether or not we would allow a dumpster to be placed next to the library.
  - A vote was taken, and a motion made by Lynn to not allow a dumpster placed next to the library passed with a vote of 2-0.
  - Once the vote was taken, discussion on how we would notify the town hall took place, and during that conversation, it was decided to rescind the motion passed above. Instead, we are going to hold off on a vote until we have more information regarding where the placement of the dumpster would be.
  - Once we have that (and any other) information, we will vote.
- Lynn asked Shannon to look through the Notebook to locate when there was a previous issue with Trash to see what the resolution had been.
- Lynn also stated that the Board will also need to start working on next year's budget. While the budget isn't due until early next year, it'd be best to start it now instead of having to rush through it at the last second.
- Next meeting: October 18<sup>th</sup> at 1:00 PM.

Minutes Submitted by Shannon Horn-Eldred, Secretary