

# Holland Public Library

## Board of Trustees Meeting Minutes

Meeting Minutes for March 17, 2022

Members Present:

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

Meeting was called to order at 1:00 pm.

### Old Business:

- Approval of Minutes for January 13, 2022 meeting (January Library Board Meeting)
  - o Jennifer moved to accept; Steve seconded.
  - o Motion carried.

### New Business:

- Director's Report (February)
  - o Recent & Upcoming Events
    - Weekly programs have resumed with the exception of Construction Crew and LEGO bricks.
    - Pastel Paint Program
      - Held on Wednesday, February 9 at 6:00 PM via GoToMeeting.
    - Community Book Club – Scheduled for Monday, March 14<sup>th</sup> at 1:00 pm.
  - o Staffing
    - Vacant LA I / Substitute position has been filled by Meaghan Metcalf (Sierra). She will be starting on February 17<sup>th</sup>.
    - Staff Wages
      - \$0.50 raise given to current Library Assistants
  - o Etc.
    - Reimbursement has been paid to volunteer for materials purchased for the construction of the library garden boxes.
    - Budget meeting was scheduled for February 17<sup>th</sup> at 5:15 pm.
    - Appointment made for CWMARS to install new router on February 24<sup>th</sup> at noon.
    - Last date to submit articles for the town Warrant is February 24<sup>th</sup>.
    - Patron Use Policy draft is complete.
    - Worcester Art Museum passes have been added to the library.
    - GoToMeeting account has been activated for the library.
    - New Preschool / Elementary age STEM kits have been very popular and are circulating well.

- Finalizing the setup of Kanopy (receiving a bluk discount available to CWMARS members)
      - Kanopy is a streaming service.
    - Currently in process of setting up Mango account.
      - Mango is a service to learn foreign languages
    - Winter weeding continued
    - February book order placed.
    - Bills submitted biweekly for payment.
    - Website, eblast, FB, press, flyers all continue to be updated regularly.
- Director's Report (March)
  - Maintenance
    - The Library hours sign is in need of repair or replacement
      - Jen & Shannon will take a look and see what can be done.
  - Recent & Upcoming Events
    - Community Book Club scheduled for Monday, April 11<sup>th</sup> at 1:00 pm.
  - Staffing
    - Tracie will be on vacation from March 21<sup>st</sup> – March 25<sup>th</sup>.
    - Paperwork has been completed, and the training of the new LAI employee has begun
    - There is a new Saturday Schedule as far as who works.
  - Etc.
    - Summer Reading Program, "Oceans of Possibility" supplies and promotional materials have been ordered.
    - Budget meeting was held with the Finance Board on February 17<sup>th</sup>.
      - Library Technology Upgrade moved from an annual expense to a one-time (non-recurring) expense.
      - Technology upgrade has been added to the town Warrant for town approval.
    - Router reconfigured by CWMARS on February 24<sup>th</sup>.
    - Forest Park Zoo and Ecotarium passes have been renewed.
    - Kanopy setup is still in progress. Tracie is working with them to launch ASAP
    - Mango setup is still in progress; Tracie has requested a demo before purchasing the product, and that has not been provided yet.
    - Completed weeding of Adult Non-fiction, started weeding Adult Fiction N-K.
    - March book order placed
    - Children's award winners and Oscar nominations ordered.
    - Bills submitted biweekly for payment.
    - Website, eblast, FB, press, flyers all continue to be updated regularly.
- Library Policies
  - The board reviewed the newly created Patron Library Use Policy.
    - Shannon moved to accept the new policy.
    - Jen seconded.
    - Motion carried.
  - The board started to review the Mission Statement for the Library

- There are slight changes that still need to be made to this.
- Tracie will make more updates for the board to review at a later date.

The next meeting will be held on April 21<sup>st</sup> at 1:00 pm at the Library.

The meeting was ended at 1:37 PM.

Minutes Submitted by Shannon Horn-Eldred, Secretary