

Holland Public Library

Board of Trustees Meeting Minutes

Meeting Minutes for May 19, 2022

Members Present:

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

Meeting was called to order at 1:02 pm.

Old Business:

- Approval of Minutes for April 21, 2022 meeting (March Library Board Meeting)
 - o Jennifer moved to accept; Steve seconded.
 - o Motion carried.

New Business:

- Director's Report (May)
 - o Maintenance
 - Nothing to report
 - o Recent and Upcoming Events
 - Spring cleanup and Planting Day held Saturday, May 7th.
 - Good turnout
 - Help received from the church next door.
 - Community Book Club is scheduled for Monday, June 13th at 1:00 pm.
 - Storytime and weekly events continue
 - Youth Soccer Board has asked to use library for sign-ups on May 28 from 10am – 12pm.
 - o Staffing
 - Nothing to report
 - o Etc.
 - Cultural Council Grant granted for full amount requested.
 - Annual Report written, submitted to town hall admin on Monday, 4/25/22.
 - Weekly prizes for Summer Reading Program (SRP) ordered and received.
 - Mission Statement, Patron Behavior Policy, and Unattended Child Policy written.
 - Mission Statement approved by Board – added to binder and website.
 - Patron Behavior Policy approved by Board – added to binder and website.
 - Shed donation pickup schedule for June 3rd.
 - Kanopy launch and available for patron use via library town website.

- Weeding Adult Fiction continues
- May book order placed.
- Budget worksheet and BMLC Mar info sent to town admin.
- New DVD rack for children's DVDs ordered.
- Large Amazon order placed for craft, office and building supplies
- Submit FY22 Article Carry Forward request for \$4000 for accessible door?
- Bills submitted biweekly for payment.
- Website, eblast, Facebook, press, flyers all continue to be updated regularly.
- Library Policies
 - Unattended Child Policy
 - One change needed on last paragraph.
 - Shannon Moved to accept the policy; Jen seconded.
 - Distributing Soliciting and Posting Policy is next
 - Tracie will have this ready for next meeting to review
- Employment Agreement Contract
 - An addendum is needed.
 - Will account for 5 hours on-site work and remaining remote work.
 - Steve will work on this.
- Director's Review
 - Review will take place in June.
 - Jen will send a copy to Steve & Shannon to complete.
 - Steve & Shannon will return to Jen.
 - Executive Session for Library Board will occur on June 16th at 12:30 pm to go over the review.

The next meeting will be held on June 16th at 1:00 pm at the Library.

The meeting was ended at 2:03 PM.

Minutes Submitted by Shannon Horn-Eldred, Secretary