

Holland Public Library

Board of Trustees Meeting Minutes

Meeting Minutes for June 16, 2022

Members Present:

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

Meeting was called to order at 1:20 pm.

Old Business:

- Approval of Minutes for May 19, 2022 meeting (May Library Board Meeting)
 - o Steve moved to accept; Jennifer seconded.
 - o Motion carried.

New Business:

- Director's Report
 - o Maintenance
 - Library Sign
 - Jennifer will have the new sign installed next week.
 - o Recent and Upcoming Events
 - Summer Reading Program Kick-off "Animal Adventures Exotics" scheduled for Tuesday, June 21st at 6pm.
 - Summer Reading Program scheduled for June 21 – August 27.
 - Themed Summer programs scheduled for Saturdays – July 9, August 6, and Thursdays – July 21, August 18th
 - Community Book Club – Monday, June 13th.
 - Storytime and Weekly events continue until the end of the school year.
 - o Staffing
 - Nothing to report
 - o Etc.
 - Summer Reading Program and kick-off promotion started. Flyers brought to school and around town. Eblast, Facebook, website, and press releases updated.
 - Schools contacted for Summer Reading lists.
 - Unattended child policy finalized. Bulletin Board and Loan Overdue policies will be next.

- Shed donation picked up on June 2. Will need to schedule a second pick up as they would not take everything at once (was not enough room allocated in their truck)
- New items ordered and received for Library of Things collection
 - Yard games
 - Portable CD player
- Weeding completed for Large Print and DVD, Adult Fiction weeding continues.
- New DVD rack received and set up
- June book order placed.
- Large Penworthy order placed and received for Children's non-fiction books and 3 kids.
- Items ordered from Amazon and Baker and Taylor to make our own STEM Natur kits for circulation.
- Carry Forward request submitted to Linda to give to accountant for \$4,000 for accessibly door.
 - Linda is retiring, so will work with new accountant moving forward.
- Bills submitted bi-weekly for payment
 - Tracie will show all bills paid at each board meeting moving forward since the board no longer has to sign off on the bills.
 - Website, eblast, Facebook, press, flyers all continue to be updated regularly.
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- Library Policies
 - Unattended Child Policy
 - Shannon moved to accept; Jennifer seconded.
 - Policy has been accepted by the board.
 - Bulletin Board and Loan Overdue policies will be next.
- Director Work From Home Hours
 - Beginning in July, Tracie will provide the log of all hours worked from home.

The next meeting will be held on July 21st at 1:00 pm at the Library.

The meeting was ended at 1:57 PM.

Minutes Submitted by Shannon Horn-Eldred, Secretary