

Holland Public Library

Board of Trustees Meeting Minutes

Meeting Minutes for August 18, 2022

Members Present:

- Jennifer Gumlaw, Trustee
- 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 July 21, 2022 meeting (June Library Board Meeting)
 - o Shannon moved to accept; Steve seconded.
 - o Motion carried.

New Business:

- Director's Report
 - o Maintenance
 - Library Sign
 - Jen still working. The post is painted; just needs the finishing touches
 - o Recent and Upcoming Events
 - Summer Reading Program ends on August 27; Grand Prize drawing scheduled for September 1.
 - "Ocean in a Bottle" program was held July 9th.
 - "Paint Wooden Sea Animal Decorations" was held on July 21st.
 - "Make Nautical Jewelry" was held on August 6th.
 - "Make Ocean Animal Friends" scheduled for August 18th, drop in 1-4pm.
 - Community Book Club scheduled for Monday, September 12th at 1 pm.
 - o Staffing
 - Staff meeting held on August 13th.
 - Next staff meeting scheduled for October 1st. Meeting minutes will be kept in the staff binder.
 - Erin has given pre-notice of her intent to resign. She will submit a resignation letter and give a two week notice when plans are finalized.
 - Library Assistant I / Substitute position has been advertised in preparation for Erin's departure.
 - Beth and Meghan are prepared to cover Wednesday hours if replacement is not hired before Erin's last day.
 - Tracie is scheduled for Jury Duty on November 22nd.

- Etc.
 - ARIS forms started. Deadline is August 26th.
 - State Aid and Compliance Forms deadline is October 7th.
 - Mass Cultural Council Grant deadline is October 17th.
 - Distribution and Post Policy added to the library website and Policy binder.
 - Borrowing Policy re-written with changes made during last board meeting.
 - Patron Privacy Policy rewritten with changes made during last board meeting.
 - New excel sheets started for expense and staff wages deductions.
 - Upcoming end of summer programs planned and prepped.
 - MBLC free hotspot usage ends in September. MBLC has been contacted regarding Holland Public Library taking over contract with Verizon; Tracie received response this morning, so she will review and will discuss in next board meeting.
 - Adult and Children's classics ordered to round-out the collection, per purchasing policy.
 - Planning started for adult and all ages fall programs.
 - Shed donation pickup rescheduled for October 7th.
 - August new items order pending.
 - The town accountant, Laurie Barkus, states the Carry Forward request for the \$4,000 for accessible door has been approved; it will not be carried forward until she closes out the fiscal year, probably the beginning of October. We can spend from that account if needed.
 - Bills submitted biweekly for payment.
 - Website, eblast, Facebook, press updated weekly.
 - Amazon order placed for building supplies.
- Review Bills
 - All bills paid and to be paid were reviewed.
- Library Policies
 - Policies will be reviewed on an annual basis.
 - Policies are put on website as soon as they are approved.
 - Borrowing Policy
 - Updated loan periods to the below:
 - Updated Hotspot max fee. After 30 days, CWMARS will send a bill to the person who has it checked out.
 - Policy approved.
 - Patron Privacy Policy
 - Policy approved.
 - Collection policies are next in the queue to review.
- Discuss Meeting Times
 - Meeting times for the Library Board will remain on the third Thursday of each month at 1:00 pm at the library.
- Discuss Board Position
 - Board members agreed to keep the board officers in place for the next year.
- Any items not anticipated in advance

- Tracie's contact addendum
 - There is a typo in the addendum.
 - Steve will fix the addendum, and it will be signed during the next board meeting.

The next meeting will be held on September 15th at 1:00 pm at the Library.

The meeting was ended at 2:24 PM.

Minutes Submitted by Shannon Horn-Eldred, Secretary