

Holland Public Library

Board of Trustees Meeting Minutes

Meeting Minutes for September 15, 2022

Members Present:

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

Meeting was called to order at 1:05 pm.

Old Business:

- Approval of Minutes for August 18 Library Board Meeting
 - o Jennifer moved to accept; Steve seconded.
 - o Motion carried.

New Business:

- Director's Report
 - o Maintenance
 - Library Sign
 - Sign has been complete. Tracie will add new letters.
 - o Recent and Upcoming Events
 - Summer Reading Program ended on August 27; Grand Prize drawing held on September 1; all prizes have been picked up.
 - "Make Nautical Jewelry" held on August 6th.
 - "Make Ocean Animal Friends" held on August 18th.
 - Story Time begins Friday, September 16th at 1:00 pm.
 - o Staffing
 - Staff meeting is scheduled for October 1.
 - Tracie is scheduled for Jury Duty on November 22.
 - o Etc.
 - ARIS forms have been completed and submitted. Deadline was extended to September 16 due to collection site server crash.
 - August Baker & Taylor order delayed due to the same server crash. New August and September items have now been ordered.
 - STAR receipt printer has been failing. A new one has been ordered.
 - After January 1, 2023, the Holland Community Center will no longer include the library information on their weekly eblast.
 - The library will need to create an eblast to send out on their own.
 - State Aid and Compliance Forms deadline is October 7.

- Mass Cultural Council Grant deadline is October 17.
 - Next policy to be reviewed will be Library Goals and Objectives
 - All revised policies have been added to the policy binder and have been added to the library website.
 - MBLC free hotspot usage ends September 22. The library will take over the contract and continue service. Hotspot max fines have been updated with CWMARS.
 - Graphic Novel collection weeded and new graphic novels have been ordered.
 - Audio Books, Large Print Non-fiction, Fiction (W), and Graphic Novels have all been weeded. Next up is Young Adult, the 900s, and the Fiction (P) section.
 - Shed donation pick-up scheduled for October 7.
 - Bills submitted biweekly for payment.
 - Website, eblast, Facebook, press are all updated weekly.
 - Demco and Amazon orders placed.
- Review Bills
 - All bills to be paid were reviewed.
 - Library Policies
 - Tracie will make revisions to the Library Goals and Objectives this month.
 - The updated policy will be reviewed during the next board meeting.
 - Any items not anticipated in advance
 - In regards to the questions that have been asked regarding some of the books in the library, Jen went to the MBLC website to look into it.
 - While on there, she found the Library Trustee Handbook.
 - She suggested all trustees download and review the handbook.
 - Employment addendum for Tracie
 - The addendum was reviewed and signed by Tracie and the board.
 - Tracie requested time off
 - Tracie presented two weeks in 2023 that she would like to take off for vacation.
 - The board approved the two weeks as long as everything is in place for things to move along in her absence with the library.

The next meeting will be held on October 20th at 1:00 pm at the Library.

The meeting was ended at 1:51 PM.

Minutes Submitted by Shannon Horn-Eldred, Secretary