

Holland Public Library

Board of Trustees Meeting Minutes

Meeting Minutes for October 20, 2022

Members Present:

- Jennifer Gumlaw, Trustee
- 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 September 15 Library Board Meeting
 - o Jennifer moved to accept; Steve seconded.
 - o Motion carried.

New Business:

- Director's Report
 - o Maintenance
 - Outside hours sign replacement has been completed
 - Book drop is closed due to damage
 - Mice are getting into the book drop as well as in the building
 - o Recent & Upcoming Events
 - Story Time began on Friday, September 16th at 10:00am
 - Library will participate in Trunk or Treat on October 29th.
 - Community Book Club is scheduled for Monday, November 14th at 1:00pm
 - Currently planning and scheduling fall and winter programs
 - o Staffing
 - Staff meeting was held on September 24th. Next meeting is scheduled for December 3rd at 4:00 pm.
 - Erin's last day was October 19th.
 - Tracie is scheduled for Jury Duty on November 22nd.
 - Open Wednesday / Substitute position currently being advertised.
 - o Etc.
 - State Aid and Compliance Forms completed and submitted before deadline.
 - Mass Cultural Council grant application submitted October 17th.
 - New STAR receipt printer arrived
 - MBLC free hotspot usage ended September 22nd. The library kept 3 of the 5 hotspots and is paying the monthly invoice for service – total is \$30 each.
 - Weeding continues with Young Adult, 900s, and Fiction

- Shed donation was picked up on October 7th.
 - Next policy to be revised will be: Library Goals and Objectives
 - Bills Submitted biweekly for payment.
 - Website, eblast, Facebook, and press all updated weekly
 - Amazon order 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.
- Training Update
 - All board members are required to complete the Conflict of Interest training every 2 years.
 - All board members are required to complete the Open Meeting Law training on the year of election or appointment.
 - Jen will send out links to these trainings to be completed.
- Any items not anticipated in advance
 - There is a new IT person
 - There is a push for all new computers; Tracie will work on this.
- A patron spoke to Steve about a conversation that took place between herself and the director. There appears to have been some communication issues between the two. In response, the board has stated once again that if there are any concerns or issues with the library or any personnel that the attention should be brought to the entire board, not just to a single board member. If notification has not been given to all board members, the board will have no choice but to disregard until board notification has been received.

The next meeting will be held on November 17th at 1:00 pm at the Library.

The meeting was ended at 1:44 PM.

Minutes Submitted by Shannon Horn-Eldred, Secretary