

Holland Public Library

Board of Trustees Meeting Minutes

Meeting Minutes for April 20, 2023

Members Present:

- Jennifer Gumlaw, Trustee
- Steve Anderstrom, Trustee
- Shannon Horn-Eldred, Trustee
- Tracie Scott, Director
- Beth Crosby, Library Employee

Meeting was called to order at 1:06 pm.

Patron Visit – Robert Parren:

- John Root, a friend of Robert Parren would like to donate a telescope to the library.
- In addition, John would like to assist with setting up an astronomy program at the library through The Aldritch Astronomical Society.
- However, he has a concern with library response
 - o Paperwork for this was dropped off at the library in December.
 - o Said he called multiple times and never received a call back
 - o Tracie said she did have the paperwork, but both Tracie and Beth stated that there were no messages on the machine that they can recall.
 - o The library gave its apologies to Robert to pass on to John on its behalf.

Old Business:

- Approval of Minutes for March 16, 2023 Library Board Meeting
 - o Steve moved to accept; Jen seconded.
 - o Motion carried.

New Business:

- Director's Report
 - o Maintenance
 - The Highway Department is going to:
 - Install the new doorknob.
 - Change the furnace filter.
 - Try to fix the bracket for the flag.
 - Kate is back for the season and has once again started caring for the yard and gardens of the library.
 - o Recent & Upcoming Events
 - Community Book Club is scheduled for Monday, Monday, May 8th at 1pm
 - Weekly programs continue.

- Staffing
 - Tracie submitted her resignation for retirement.
 - Last day is May 12, 2023.
 - Staff Meeting held April 20th at 12:00 pm.
- Etc.
 - There was a delay in placing the new computer order
 - This was due to an issue with the town hall being unable to place the order due to a cap on the business account for Amazon.
 - New cabinet for behind the desk was assembled and is in working order.
 - Weeding and correction of Pic books spine labels is almost complete.
 - Donation pick-up scheduled for April 21st.
 - Bills submitted biweekly for payment.
 - Website, Facebook, press release all updated weekly
- Review Bills
 - All bills to be paid were reviewed.
- Library Policies
 - Computer and Internet Use policy revision is in progress.
 - The old one is still in the binder.
- Director's Responsibilities
 - Tracie will leave a calendar list for when all things (reports, applications, etc.) that are due.
- Interim Director
 - Due to Tracie's departure, a new Interim Director will be appointed until a new director can be hired.
 - Beth Crosby has been recommended for this position, and Beth stated should would do it if asked.
 - Shannon moved to offer Beth Crosby the appointment as Interim Director
 - Steve seconded
 - Motion Carried
 - Beth accepted the appointment as the Interim Director.
 - Hours
 - Beth will ask Kara and Megan to work the extra day to keep Beth under her allotted time.

Items Not Anticipated in Advance

- None

The next meeting will be held on May 25th at 1:00 pm at the Library.

The meeting was ended at 1:46 PM.

Minutes Submitted by Shannon Horn-Eldred, Secretary