

# Holland Public Library

## Board of Trustees Meeting Minutes

Meeting Minutes for June 15, 2023

Members Present:

- Jennifer Gumlaw, Trustee
- Steve Anderstrom, Trustee
- Shannon Horn-Eldred, Trustee
- Beth Crosby, Interim Library Director

Meeting was called to order at 1:03 pm.

### Old Business:

- Approval of Minutes for May 25, 2023 Library Board Meeting
  - o Jen moved to accept; Steve seconded.
  - o Motion carried.

### New Business:

- Director's Report
  - o Programs
    - Reading Lawn Party – June 20<sup>th</sup> from 5-7pm
      - Yard games, crafts, music, hot dog vendor
      - 3 staff, 2 teen volunteers, and one 1 cleanup volunteer will work
  - o Circulation
    - Purchased corn hole and giant Jenga for circulation
  - o Aldrich Telescope program
    - This has been secured.
    - John Root will give an instructional presentation when telescope is delivered.
  - o Computers
    - Microsoft will not pay by invoice; this can only be done through parnters.
    - Need 1 license for 3 users (Microsoft Office)
    - Are we at nonprofit 501?
      - If we are, this could decrease the cost of the licenses required for new computers.
      - Accountant would be able to answer this question.
  - o Building / Maintenance
    - Book Drop has been mostly dry but still needs a seal.
      - Thanks to the Gumlaw family for assisting with this!
    - Doorknob has not been fixed
      - Was a second knob ordered?
      - Who is responsible for installation of the new knob?

- Misc. / New Happenings
  - Started the ongoing book sale shelf.
  - Started the new puzzle swap shelf
- Review Bills
  - All bills to be paid were reviewed.

*Interim Director left meeting at this point.*

- Director Search Update
  - To date, there have been two resumes received.
  - Both resumes were reviewed, and it was decided that the Interim Director would be hired as the Director.
  - Director's Hours
    - Hours can be banked to only be used during the same pay period
    - If banked hours cannot be used during the same pay period, approval will need to be received by the Board in order to use the hours in the next pay period.
    - Hours Worked
      - 19 Hours per week
      - At least 12 Hours must be worked in the Library
        - 7 Hours can be worked at home if needed
        - If more than 7 hours are to be worked remotely, approval from the Board is required.
  - Contract Signing Meeting
    - Will be held on June 29<sup>th</sup> at 1:00pm in the Library

#### Items Not Anticipated in Advance

- None

The next meeting will be held on July 20<sup>th</sup> at 1:00 pm at the Library.

Jen will not be able to attend on the 20<sup>th</sup>; Steve will run the meeting.

The meeting was ended at 1:57 PM.

Minutes Submitted by Shannon Horn-Eldred, Secretary