

Holland Public Library

Board of Trustees Meeting Minutes

Meeting Minutes for October 2, 2023

Members Present:

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

Meeting was called to order at 5:01 pm.

Old Business:

- Approval of Minutes for July 20, 2023 Library Board Meeting
 - o Jen moved to accept; Shannon seconded.
 - o Motion carried.

New Business:

- Director's Report
 - o Follow-up From July / August:
 - Computer Disposal
 - Computers are all in the shed
 - Shannon will look into getting them taken care of in the next week.
 - Bookshelves
 - Bookshelves will be ready within the next week and will be ready for library delivery.
 - ARIS was turned in 8/19/2023
 - Microsoft Licenses from Stacy?
 - Jen is going to ask if there are any Microsoft licenses that can be used on the library's computer for Microsoft Office
 - Accountant said there is still \$279 left from the computer purchase
 - o New Microsoft License?
 - o New Laser Printer?
 - o Staff Happenings
 - Open LA2 position has been filled
 - Kara has stepped up and been moved into the position
 - Joanie has had changes in her family situation and does not want any more than 1 or 2 days on the schedule.
 - Staffing changes within the library.
 - Sharon Ashleigh has volunteered to sub (since she has previous library experience), but we will stick with the 3 person staff for now.
 - o Programs

- Story Time - Fridays
 - Crafts – Wednesday
 - Legos – Tuesdays
 - Scheduled for October
 - Apple Cider at the Library (Wednesday & Thursday)
 - 2023 “Halloweek”
 - Scavenger Hut
 - Guess the Book jar
 - Guess the Candy Corn Jar
 - Paint a Pumpkin, Trunk or Treat spooky story night
 - Halloween bookmark craft
 - The Book Sale has been taken down for the Holidays
 - Mass Cultural Council
 - Deadlines
 - October 17th
 - Budget for all programs for the next year need to be submitted
 - December 7th
 - Possible Programs
 - Telescope / Night Sky
 - Pastels
 - Felted Animals
 - Eclipse 2024
 - Jewelry Jam
 - The telescope can only be checked out by appointment only.
- Building Maintenance
 - Ants have been seen in the shed and the building
 - Dave’s Pest Control has been called
 - ARPA
 - Requesting a new HVAC system since the current one is very old
 - Tassie has given quote
 - Peterson Oil has not called back
 - Outreach
 - Zucchini Festival
 - New Volunteer form
 - Some have already been filled out by patrons who would like to volunteer.
 - New Brochure created for the library
 - Nome delivery to new, temporary homebound patrons (curbside to 2 also)
 - Library Road Trip
 - MBLC and WML sponsored the Library Road Trip.
 - This will cover all of western Massachusetts, including Berkshire, Franklin, Hampshire, and Hampden counties.

- The Road Trip website will suggest certain routes to bring the area into manageable day trips, or people can create their own. An interactive Google Map is part of what MBLC will create.
 - Other News
 - Wales Town Hall was recently a target of First Amendment Audit
 - Libraries often get targeted
 - Stacy will email policy
 - Financial Report due October 6, 2023.
- Review Bills
 - Bills were not reviewed at this meeting.
- Meeting Date and Time Changes
 - Due to new board member's schedules, the current schedule will no longer work.
 - Proposed new meeting time of the 3rd Monday of the month at 6:00 PM
 - Shannon moved
 - Jen Seconded
 - Motion Carried
- Open Member Position
 - Eric Hawk has accepted the invitation to join the Library Board into Steve Anderstrom's open position.
 - Shannon Horn-Eldred turned in his letter of resignation effective November 1st, 2023.
- Winter Closures
 - The library can be closed at the director's discretion
 - Notice must be given to the board of any library closures
 - Beth will update the website and Facebook with library closures as needed
 - Scheduled Closure
 - Friday, November 24th (the day after Thanksgiving), the library will be closed.

Items Not Anticipated in Advance

- None

The next meeting will be held on October 16th at 6:00 pm at the Library.

The meeting was ended at 6:07 PM.

Minutes Submitted by Shannon Horn-Eldred, Secretary