

# Holland Public Library

## Board of Trustees Meeting Minutes

Meeting Minutes for November 20, 2023

Members Present:

- Jennifer Gumlaw, Trustee
- Eric Hawk, Trustee
- Beth Crosby, Library Director
- Kelsey Devoe (observer)

Meeting was called to order at 6:15 pm.

Old Business:

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

New Business:

- **Board Organization**
  - o Kelsey Devoe observed the meeting as a potential candidate to replace Shannon Eldred. The committee will put forth their recommendation at the next selectboard meeting.
- **Director's Report**
  - o Followup from October:
    - Bookshelves
      - Bookshelves were delivered and installed. Waiting to hear from the highway department about disposal of old bookshelves.
      - Turned in October 6
    - Microsoft Licenses from Stacy?
      - Jen spoke with Stacy
        - o She believes there are a few Microsoft licenses not being used by the town
        - o Stacy will speak to IT about that
        - o waiting for response
    - Printer

- Board approved the use of funds to purchase a new printer through amazon.
      - Eric put forth the motion, Jen seconded, all in favor.
- Programs
  - Story Time – Fridays
  - Crafts – Wednesdays
    - The Facebook posts have been bringing patrons into the library fairly successfully
  - Legos – Tuesdays
    - This does not have the pull like the crafts do.
    - Change to post a challenge on Facebook to try to garner more interest
  - Cider – Wednesdays & Thursdays
    - Patrons are really enjoying this
    - This will now continue into November
  - 2023 Halloweek
    - Scavenger Hunt
      - 60 participants
    - Guess the Book Jar
      - 41 participants.
    - Guess the Candy Corn jar
      - 55 participants.
    - Paint a Pumpkin
      - 37 participants
    - Trunk or Treat Spooky Story Night
      - 280+ participants
    - Halloween Bookmark Craft
      - 24 participants
  - Henna & Cupcakes
    - These will take place in November to utilize allocated LCC funds
  - Library Road Trip Update
    - 4 people have participated so far.
- Building Maintenance
  - HVAC
    - Tasse’s (quote submitted)
    - APEX (quote pending)
    - Peterson Oil – Still waiting for a callback.
    - Mini-Split Heat Pump
      - Discussed potentially adding mini-splits to the library
      - This would take care of heating and A/C (with no window units necessary)

- Get quotes for pricing on this.
  - It was pointed out that there needs to be a spec list for quotes so that they can be compared.
  - Exterior Paint
    - Mike Wales was contacted. Needed a specs sheet
    - Jen will inquire with the town about specs.
  - Locksmith
    - \$150 will be charged for rekeying the library. This will be completed after Thanksgiving so that all employees can get new keys.
  - Fall Cleanup
    - Fall cleanup was completed, not sure if it was the Highway Department or the Church. Waiting on a response from the Highway Department for clarification.
  - Septic System
    - Is the library responsible for the pumping of the septic system, or does the town cover that?
    - Jen will inquire about this at the Town Hall. Jen was not able to find any receipts in regards to this.
  - Hot Water Heater
    - Eric checked the hot water heater, it is only a small 2.5 gallon heater, seems to be working fine, will be checked during furnace maintenance.
  - Panel Removal on Bookshelf
    - There is a wire behind the panel, will look at removing the panel and adding a cover to the wire in order to create more space for books.
- Review Bills
    - Bills were reviewed.
  - Open Member Position
    - Kesley Devoe will be recommended to the selectboard at their next meeting as a replacement for Shannon
  - Items not Anticipated
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The next meeting will be held on December 18, 2023 at 6:00 pm at the Library.

The meeting ended at 6:41 PM.

Minutes Submitted by Eric Hawk, Secretary