

## AGENDA & MEETING MINUTES

<b>Meeting Date:</b>	April 10, 2023	<b>Time of Meeting:</b>	7:00PM
<b>Prepared By:</b>	Pauline M. Kurtz	<b>Location:</b>	Library Community Room
<b>Purpose/ Outcome:</b>	Monthly Board Meeting		

### *“Where minds can set sail”*

#### 1. Attendance

Role	Name	Minutes	Present (☑)
Director	Meghan Brauer		☑
Vice President	Pauline Kurtz	☑	☑
Treasurer	Jim Madden		☑
Trustee	Kate Metro		☑
President	Kathy Neville		☑
Secretary	Kate Peck		
Trustee	Amy Seeley		☑
Trustee	Nancy Simmons		☑
	<b>Guests</b>		

#### 2. Meeting Agenda

#	Topic	Motioned	Carried
1	Meeting called to order @ 7:04PM		
2	Approved minutes of March meeting	Motioned – Kate M Second -Jim	Carried
3	Treasurer's Report – Line item “Payroll Liabilities” seems to be the mystery outage. Meghan will contact Myer's Accounting after tax season for more details. Finding a firm to audit the books will still be pursued. Several options have been presented. Meghan to reach out for estimates.		
4	Correspondence / Donations - none		
5	Director's report – see hand out for additional details		



6	Need to create a security/emergency policy – concepts include Neighborhood Watch with TR, create a security call list, door security – add a camera, door “dings” when somebody enters, maintain a minimum of cash on premiss, dual sign off on bank deposits.		
7	Looking to create a calendar of maintance items – 2 per month to allow for budgeting and avoid last minute crunch to complete necessary reviews such as annual inspections for security system, elavator, fire, etc.		
8	Our social media outlets have increased followers – looking to encourage usage. Possible ideas contests/prizes for followers, continue to leverage our presents with Business Suite		
9	Bills paid as presented		
10	Ramp remediation getting under way Wednesday April 12 <sup>th</sup>		
11	Remaining grant money to used for teen space, director’s office, community room.		
12	Chair & table order approved	Motioned – Nancy Second – Amy	Carried
13	Discussed furniture options for Teen Space		
14	Wish list going forward – new printer, smart board, storage cabinets		
15	Programming Calendar – looking to complete draft through June – Meghan to act as liason with Friends to ensure their programs are included. Nancy working to ensure no overlap of programs, content variety that meets patron’s needs and interest. Creating one source for all to see what’s happening at our library and coordinate additional program advertising.		
16	Additional Programming Ideas – VA, YWCA, Career Development, Investments – Financial Literacy Series, Social Media 101, Pod Cast 101		
17	Annual Student Art Show – no date at this point		
18	LEON Festival June 17 <sup>th</sup> – Looking to sell used books		
19	Meeting Adjourned – 8:50PM	Motioned – Nancy Second – Jim	Carried
<b>3. Key Meeting Decisions &amp; Notes</b>			



**1. Open Action Items**

Action	Assigned to	Due Date
<ul style="list-style-type: none"> <li>Annual Policy Review</li> </ul>	All	TBD
<ul style="list-style-type: none"> <li>Security Policy</li> </ul>	All	TBD
<ul style="list-style-type: none"> <li></li> </ul>		

**2. Topics for Next Meeting - May 8, 2023 – 7:00PM**

#	Agenda Topics	Facilitator	Time
1	Approve minutes from previous meeting		
2	Treasurer's Report		
3	Correspondence		
4	Director's Report		
5	Old Business		
6	New Business		

**3. Core Distribution List for Agenda/Minutes**

**To:**

- M. Brauer
- P. Kurtz
- J. Madden
- K. Metro
- K. Neville
- K. Peck
- A. Seeley
- N. Simmons

