

## **Community Free Library- January 4, 2023, Board of Trustees Meeting**

In attendance: Melissa Blonar-Treasurer, Mel Gminski-President, Amanda Wing-Vice President, Barb Kerns, Penny Cole, Sandy Heise, Jillian Hazzard, John Kenney, and Sandy Shaw

Absent: none

The meeting of the Community Free Library Board of Trustees was called to order at 5:33pm by Mel Gminski-Board President.

**Secretary report:** Melissa emailed the minutes from the December's meeting. Barb made a motion to accept the minutes as presented, Amanda seconded, all in favor motion carried.

**Treasurer's report:** Melissa emailed the December Transactions report to all. John made a motion to accept transactions report as presented, Jillian seconded the motion, all in favor, motion carried.

Mel audited the claims this month and the only thing in question was the Christmas card purchases from the month before and some Amazon purchases. Sandy H volunteered to complete the audit for January's claims. Melissa shared KeyBank finally closed the accounts she has been trying to close since February 2022.

**Budget Comparison:** Melissa emailed December's Budget Comparison report. John made a motion to accept the budget comparison report for December. Amanda seconded the motion, all in favor, the motion carried.

**Correspondence Report:** Sandy S mentioned the library received a thank you card from the Veterans home for the Christmas cards. A suggestion was made by the board to complete Valentines Day cards. Jillian offered to look into pricing supplies to make the cards and will follow up.

### **Director's Report:**

- Circulation has increased compared to a year ago November! Our circulation has increased 3,137 over November 21 and we still have December 2022 numbers to include.
- Sandy shared Trustee Training Dates- Sexual Harassment must be taken once a year, you can count your training through your main employer. Trainings will begin in March and Sandy will provide more information.
- See report for more information

**Children's Report:** None.

### **Committee Reports:**

**Board Sponsored Events-** No report.

**Budget Committee:** No report.

**Building Committee-** No report.

**Planning Committee-** No report

**Wine Tasting Committee-** The Wine Tasting event will be held April 28<sup>th</sup> from 7-9pm. There will be 150 tickets sold at \$25/ticket. A planning meeting was set for Saturday, January 21<sup>st</sup> at 10:30am at the library.

**Technology Committee:** No report.

**Grant Writing Committee:** No report.

**Public Relations/Social Events:** No report.

**Events:** No report.

**Bylaws Committee-**Mel will work on policies that needed updated.

**Old Business:**

**Staff/Board Party-**Christmas cards and gift cards were given to all staff members.

**Children's Librarian Position-**Sandy received an email from a previous applicant who they interviewed a few years ago and he is again showing interest in the position. There was lot of discussion from the board on the qualifications for the position. The board decided to pause the conversation and wait until the executive session to discuss.

**New Business:**

**2023 Calendar-** Mel reviewed the 2023 calendar and entered dates after board discussed each month. Some dates towards the end of the year will be set at a later date. Mel will update and send everyone an updated version.

**Annual Report-** Sandy is waiting for the report to be unlocked online to start working on.

**Letter to School regarding budget-**Mel as the letters and will start to work on for the school.

**Upcoming board meetings and dates to remember-**

Wednesday, February 1, 2023-Next Board meeting at 5:30pm-

Jillian made a motion to go into executive session for personnel matters and Child Librarian requirements. Penny seconded the motion, all in favor, motion carried.

Amanda agreed to take minutes after executive session as secretary could not return after executive session.

\*I will add minutes after I receive from Amanda

Submitted: Melissa Blonar, Secretary