

Library Board of Trustees November 22, 2021

The regular meeting of the Village Library Board of Trustees was called to order at 6:03pm on Monday, November 22, 2021 by Lisa Betz.

Present

- Lisa Betz, Maria Long, Lauren Nappi, Knicki Knickerbocker, Anna Carter, Kate Shuhler, Holli Schrom, Sheri Kautman, Anna Bohara.

Welcome to guests and trustee candidates. Brief introductions.

Acceptance of the last meeting's minutes

- The minutes of October were approved.
- Motion made by Anna Carter and seconded by Lisa Betz. The motion passed with unanimous consent

Correspondence-

- Nothing to report outside of the directors report

Director's report

- Library Operations
 - Computer usage was up; WIFI usage continues to increase
 - Adult circulation was up from last month
 - New library cards users numbers is up doubled from last month
 - 27 people participated in our Halloween Goodies
 - The Township stopped over to go through the checklist.
 - Keith is going to refurbish the drop boxes, the front entrance floors are going to be buffed they came and got an estimate (december 11th)
 - We discussed repaving the parking lot. We would like to first replace the digital outdoor sign. It will need to be done prior to the repaving, due to electrical work.
 - The kitchen sink was fixed
 - Weather strip has been replaced in the kid's play area (insects keep creeping in).
 - LED lights are on the list for replacing lights, this will help us reduce our energy bill.
 - We are currently getting estimates for replacing the carpet

- Security cameras are a doable solution for the community room for safety purposes.
- Bathroom door locks are in the works. The changing table has arrived, and we are working to have it installed.
- Outdoor reading area is still a possibility, going to revisit it in the spring.
- Staff in-service we discussed some fundraising ideas. We are in the works with doing a hot air balloon fundraiser via Wendy and her friends slated for the spring.
- The staff strongly suggested we should do a basket raffle for library lover's month in Feb. They felt that in previous years that events were poorly promoted.
- We have a strong web presence now, as we have over 1,000 followers on FB.
- Library CE updates
 - None
- Budget Updates
 - None
- Future Updates
 - We will be partaking in the Christmas Show at Historic Poole Forge. We will have an animal theme. Lauren and Knicki will help us set up and decorate the house. Pam will have the whole layout ready for us.

Treasurer's report

- We will be voting on next year's budget shortly.

Old business

- November fund drive, finalize plans and recommendations for next year
 - We are going to send letters to those who have donated over the past few years, as well as local businesses. We also will do an online drive and it will be sent out to the public.
 - We are tabling the idea of a bulk drive for this year, and hope to make that happen for November 2022.
 - Lisa Betz is working on a letter to send out.
- Vote on proposed 2022 budget
 - We voted, the new budget was approved and passed with unanimous consent.
- Report on Children's Area update project
 - The Equity Diversity and Inclusion Committee recommended the hands on materials, and we were able to make that happen.

- Space is all cleaned up, and put together.
- Anna and Lauren are working on a mural for the wall with the caterpillar.
- This project will be included in our letter asking for donations.

New Business

- BCPL Systems quarterly board meeting dates are listed, and we will need someone attending these from the board.
- Verify board meeting time and date for 2022
 - Maria is going to submit the times and dates to the local papers required by federal law
 - 6pm on the 4th monday a month
- Vote on proposed changes to Public Use policies
 - We need to add the amendment to the community meeting room rental.
 - With this amendment included, Lauren Nappi motions, Anna Carter seconds. The motion has passed with unanimous consent.
- Answer any questions from trustee candidates.

Outgoing Board Chair recommendations

- Formation of Friends Committee to focus on outreach and fundraising. This committee should meet with a regular schedule. Revise bylaws to reflect this.
- Reevaluate donor mailing strategy. Consider bulk mailing to expand awareness and potential donors.
- Proposed long-range plans based on strategic planning surveys and discussions.
- Executive Session to discuss and nominate trustee candidates (See pertinent bylaws below)
- Section 2.4 – Nomination and Election: Trustee slots will be filled by appointment from nominees put forth by the Library Board of Trustees and confirmed by the Board of Supervisors of one of the service area townships.
- Prospective trustees should attend a minimum of one board meeting before they are eligible for election onto the board.

Next Meeting: No meeting in December. Board will meet at 6:30 on January 24, 2022.

Anna Carter motions, and Lauren Nappi seconds to close tonight's meeting. The meeting was officially closed at 6:50pm.

Library Mission statement:

The Village Library provides resources, services, programs, and technology to enrich lives, build community, and foster success.