



Library Board Meeting Minutes

Date: 9/28/2023

Time: 7:00 pm

Place: Mendon Library

Conducted: Janelle Simmons (Chair)

Also In Attendance

Michelle Woodbrey (Vicechair)

Lisa Puga (Board Member)

Ron Campbell (Board Member)

Jamie Judy (Board Member)

Kim Harker (Board Member)

Mike Morgan (City Liaison)

Jessie Eiman (Library Director)

Agenda

Timestamp: :00

Approve August Minutes

Voting Result: 5 in favor, 2 abstain (Ron Campbell and Mike Morgan)

Timestamp: :02 **Director's Report**

- a. Website update challenges - Mike will help
- b. Filling in book series
- c. Halloween open house party Oct. 28 - 1:00 - 4:00
 - i. Ron, Michelle, and Kim to help
- d. Budget 17% used, renewed annual Follett software, able to communicate with other small libraries
- e. Bill Hill lithographs

Timestamp: :14:50 **Board Member Reports: Janelle**

- a. Lisa - Meet the Candidates Night Thursday Oct. 26, 2023 7:00pm at the Mendon Library
 - i. Put a notice in the water bill - talk to Jim Cannon
 - ii. Sound and video system - talk to Traci
- b. Kim/Jamie - READ posters pictures complete, Jamie will print
- c. Mike -
 - i. city surplus sale delayed, so chairs will be surplus separately once we have a date for new chairs, computers and laser printer can be declared surplus and sold after city council approves "surplus" status
 - ii. Planning and Zoning won't change time unless mandated by city; P&Z structure will be changed in the nearish future (6-12 months) based on state requirements

Timestamp: 35:03

Updates to by-laws (practice Roberts Rules): Janelle

Ron motioned to approve suggested changes to by-laws

Mike 2nds

Comments: Looks good. Clarified city liaison position as different than board trustee
We like our system regarding vice-chair positioned to take the place of chair; provides experience and leadership succession plan.

Revise wording regarding photo and contact info.

Note: Chair to have training on open and public meetings act

Note: For emergency meetings or closed sessions, 2/3 of present voting trustees to pass, not just majority

Call to approve by-laws with changes discussed
All approved

Janelle will email updated by-laws; all trustees should review

Review Strategic Plan

Physical comment box - Jessie will get one.

Collections - see directors report

Friends - come back to in January

Closet org- in progress

Timestamp: 53:00(ish)

Items for next month's Agenda

Action Items:

Lisa - talk to Jim - mailer, Traci - recording, Sharla - social media adv

Mike - library budget increase to cover pay raise, help with website

Jessie - list of surplus to Mike

Timestamp:

Adjourn Meeting

Voting Result: None opposed

*SHARLA! Thank you for doing minutes every month!
You are golden! :)*