

WELLER PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes November 14, 2023 6:00 pm

CALL TO ORDER: By Marie Gagnon At 6:00 pm

TRUSTEES: Marie Gagnon-Chair 8-25, Jim Leid–Vice-Chair 8-27, Sherri Erikson 8-24, Rebecca S Wilson 8-26, Beka Compton 8-28 *Ending Term date after name
Library Supervisor - Sarah Roberts
City Council Representative - Jillian Henze
Absent: Sarah Roberts

GUESTS:

Minutes: E-mailed November, 2023

Moved to accept by Sherri Erikson 2nd by, Beka Compton **APPROVED**/REVISED

OLD BUSINESS:

- **Report on upstairs windows: Update** The windows are in. Trustees will follow up on painting and making sure caulking has been done on the board that was applied under the windows. The door will be improved in future upgrades.
- **Report on downstairs painting: Update** As of this meeting - painting progress is: Ceiling has two coats, Brown bookcases, trim and shelves have two coats and the walls and whole hallway will be painted tomorrow. As of today we have \$13,723 in the paint fund. The Friends have said they will complete the front door at approximately \$1,200. At the beginning of the year we will have an additional \$10,000 for capital outlay and we will be able to paint the young adult room and the outside entryway. The books will be reshelfed after Thanksgiving. The Friends will be having an outreach Saturday, November 18, hosting ornament craft day and preview of paint job.
- **Budget:** Jillian informed us that the city budget has not yet been approved but will be voted on at the next meeting December 20, 2023. She has seen the library budget that is being put forth for approval and its grand total is \$62,860. The Trustees are very thankful to Sarah and Marie for meeting with Randy and working on this budget that allows us to be open more for service to our community. Jillian also suggested that we have representatives that attend the Council Meetings and give Current status of outreach updates to our council members so they have an understanding of our impact on the community not just at budget time but throughout the year. We also need to attend this next meeting and thank the council for their support of the library budget.
- **Update Policies** -Sarah has given us copies of computer use, collection development, youth policy, request for reconsideration policies are approved are digitized. We need to follow up with Sarah on the volunteer policy.
- **A Letter of Appreciation to the Friends** - Beka will follow up with a letter to the editor of the paper for our appreciation of the FOL group. A letter was put out on Facebook.

- **Three Letters of Appreciation 2 to the AAUW and 1 to McGregors** - Rebecca will follow up on this.
- **Two Grants due in November** - November deadlines. Beka, Rebecca and Sarah will work on these.

NEW BUSINESS

- **Review of purchase order forms - Action** Rebecca made a motion to approve the purchase orders and Sherri seconded the motion was Approved.
- **New Policies to Revise** - work on volunteer policy and form for adults and students - Tabled until Sarah is present.
- **Librarian Report: - see attached with supporting documents**
- **Next Meeting:** Tuesday December 12, 2023 at 6:00 pm
- **Adjournment: 6:45 pm** Submitted by: Rebecca S. Wilson