

## **Board of Trustees Meeting**

### **Meeting Minutes – Tuesday, November 28<sup>th</sup>, 2023**

*In attendance: Sarah Sechrist (Board President), Aislinn Staaby (Board Treasurer), Bonnie Papparella (Trustee), John Fraunfelter (Trustee), Diane Schwab-Sullivan (Trustee), Karin Applegate (Library Staff), Jess Molinari (Library Staff), Kelly Swanger (Guest)*

**I. Call to Order @ 6:32 PM**

**II. Check-In and Welcome to Guests and Friends**

**III. Review and Approval of October 2023 Meeting Minutes**

- Motion to Approve – John 1<sup>st</sup>, Aislinn 2<sup>nd</sup> - APPROVED

**IV. Good News/Brag Moments**

- Our newest team member Tabitha has been doing a phenomenal job and picking up tasks very quickly
- Calendar fundraiser has raised over \$600 for the month of November

**V. Correspondence**

- Donation list will be updated from November's donations
- December's banner will be Corey Pfeiffer
- Diane has offered to come in and process donations through the beginning of the New Year

**VI. Open Forum for Guests and Friends**

**VII. Interim Report**

- Staff Updates
- Youth Service Meeting – subsidy line for funding has been delayed for October
- Systems will not be renewing the movie license for budgetary purposes (this will prohibit libraries from showing movies in the building) as of June 2024
- SPARK Training for Director/Interim Director will be January 23<sup>rd</sup>
- Dates for Director Meetings need to be reviewed for attendance

**VIII. Review and Approval of Current Financials**

- Monthly financials were reviewed with minimal changes to report
- Cooperative Spending needs to be addressed to purchase circulation items (this will not be lost, but credited back if it is not used)

**IX. Review of 2024 Budget**

- 2024 Budget is a work in progress, with needs for adjustment of net income
- Areas to highlight: Banner program was left as is, State Aid was increased for 2024, Business Donations adjusted per what was received from 2023, Prints/Copes left as is, Story-Hour budget increased with fundraising specifically for Story-Hour functions, adjustments made for increases in expenses due to inflation and cost of living
- Budget approval needs to occur at December meeting – please review for any necessary changes or adjustments prior to meeting

- Motion to Approve proposed 2024 Budget – Diane 1<sup>st</sup>, John 2<sup>nd</sup> - APPROVED
- X. 2024 Holiday Closure Approval**
- Addition of Monday, October 14<sup>th</sup>, 2024 for Indigenous People’s Day
  - 12 Holiday Closures & Staff Development Day
  - Motion to Approve 2024 Holiday Closures - Bonnie 1<sup>st</sup>, John 2<sup>nd</sup> - APPROVED
- XI. Fall Mailer**
- XII. Upcoming Fundraising/Events**
- XIII. Executive Session: Staff Evaluations/Interim Director Responsibilities**
- XIV. Adjourn the Meeting @ 8:48 PM**

*Next Meeting: Tuesday, December 26<sup>th</sup>, 2023 @ 6:30 PM\*\**

