

# **Boswell Public Library Board Meeting**

## **December 17, 2024 - MINUTES**

### **5:30 pm**

**Present:** George Doeden, Deb Orr, Vicki Goodwine, Bethany Abbott, Teresa Clawson, Marie Brown

**Absent:** Deb Shepperd, Jamie Barrett

1. Call to Order
2. Public Forum, no one came.
3. Approval of Minutes, **Motion, Deb, Second, Teresa, Approved.**
4. Approval of Vouchers & Treasurer's Report
  - a. Elizabeth cash check before end of year? Marie said that she would ask.
  - b. Motion, Vicki, Second Deb, Approved.**
5. Director's Report
  - a. Patron making inappropriate comments to staff incident report
  - b. Snow removal, \$25/hour based on what other libraries pay plus library buys salt
    - i. George asks that Noah keep salt away from the lower hinges of the door because it wrecks the hinges.
  - c. Reminder: Governance & Management Training 1/21/25, 4:45 pm
  - d. Statistics for November
    - i. Christmas in Boswell, outreach event, Boswell Rotary headed up the event, Deb O. and Vicki helped, 107 attended.
    - ii. 10 outside groups used the library for meetings in November
    - iii. Digital checkouts continue to rise
  - e. Training: Annual Reports & Bookkeeping Workshop, Public Library Social Media Policies
  - f. Professional Meetings: Directors Meeting
  - g. AVC is transitioning accounting and payroll to automatic renewals.
  - h. President sign off on Marie's Work Hours
6. Unfinished Business
  - a. Ideas for the library:
    - i. Advertise business services, like fax, scan, print, laminate
    - ii. Children can get a library card when they turn 5, advertise them
    - iii. Birthday party for folks turning 5
    - iv. Community leaders read at school
    - v. Puzzle on a table in the library
    - vi. Puzzle swap
  - b. Long Range Plan Ideas: Technology
    - i. Replace Public Access Computers, update to Windows 11
    - ii. Wifi more easily available outside the building
  - c. Long Range Plan Ideas: Facilities
    - i. Mic & speakers for meeting room
    - ii. Carpet in meeting room
    - iii. T-coil hearing loop for meeting room

- iv. Laminator, Bethany
  - v. Sound baffler upstairs to stop the echoes, George
7. New Business
- a. Hoopla, advance digital payment, \$1500 **Motion, Vicki, Second Teresa & Deb, Approved.**
  - b. Deb Orr and Bethany Abbott, term ends 1/31/25, they will re-up.
  - c. Jamie Barrett replacement
  - d. Update Salary Resolution to include Bookkeeper position, all present signed.
    - i. **Motion, Deb, Second, Vicki, Approved.**
  - e. Furnace for Children's Area, blocked fresh air intake FYI
  - f. Social Media Policy to read before next meeting
  - g. Review: Materiality Policy, p 14 FYI
  - h. Board Elections: Keep board positions the same. Jamie was the vice president so that position would be vacant. **Motion, Deb, Second, Teresa, Approved.**
8. Adjournment, **Motion, Deb, Second, Teresa, Approved.**

Next meeting: Tuesday, January 21<sup>st</sup> at 4:45 pm, Governance & Management Training, regular board meeting at 5:30 pm

Minutes taken by Marie Brown.