

Boswell Public Library Board Meeting

March 18, 2025 - MINUTES

5:30 pm

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

Absent: Bethany Abbott, Deb Shepperd

1. Call to Order
2. Public Forum – no one came.
3. Approval of Minutes. **Motion: Vicki, Second, Teresa, Approved.**
4. Approval of Vouchers & Treasurer's Report
 - a. Trust Indiana, interest \$46.11 for Rainy Day fund as of 2/28/25.
 - b. Demco check not cashed. Used for library supplies, like the book jacket covers.
 - c. Notary Public, why does the library pay for it? Service provided to patrons.
 - d. **Motion: Vicki, Second, Teresa, Approved.**
5. Director's Report
 - a. Statistics for February
 - i. The library was utilized by outside groups 10 times last month.
 - ii. Circulation was higher than in 2024, 452 vs 539.
 - iii. Winter Reading
 1. 27 signed up, 59% read 8 hours.
 - b. Training: Southeast Collaborative Online Conference.
 - c. Professional Meetings: Library Directors Meeting.
 - d. Davis Comfort Solutions, installed fresh air intake on the children's area furnace on 3/12/25. They were unable to install new fresh air intakes on the remaining 3 furnaces because it would have required going through the wall in the director's office.
 - e. Digipalooza, hosted by Overdrive (Libby, Kanopy), conference in August
 - i. \$1361.76 to attend
 - ii. Tabled til next month
 - iii. Take money from course work, travel expense, professional meetings
 - f. President sign off on Marie's Work Hours
6. Unfinished Business
 - a. Jamie Barrett replacement
 - b. Board Election, vice president replacement, Vicki volunteered.
 - c. Purchase Microsoft Office licenses from AVC
 - i. Marie is still waiting for Microsoft to process our nonprofit status to see if the library can obtain Microsoft 365 for free
 - d. Social Media policy, 2nd reading. **Motion: Deb, Second, Teresa, Approved.**
 - e. Voluntary Resignation policy update, convert days to hours, 2nd reading. **Motion: Teresa, Second, Deb, Approved.**
 - f. Update Behavior in the Library policy, remove cell phone paragraph, 2nd reading. **Motion: Deb, Second, Vicki, Approved.**
 - g. Add policy, Appeal of Suspension, 2nd reading. **Motion: Deb, Second, Vicki, Approved.**

7. New Business
8. Review: Credit Card Policy, p 16 FYI
9. Adjournment. **Motion: Deb, Second, Vicki, Approved.**

Next meeting: Tuesday, April 15th, 5:30 pm. Meet upstairs, program room hosting Pinterest Craft Night.

Minutes taken by Marie Brown.