

November – Library Trustee Meeting Minutes

Date: November 19, 2024 Meeting called to order: Frank 2nd Cathie Time: 2:04

Trustees present: Chair & Treasurer: Frank Marsh, Secretary: Kim Moyer, Cathi Angeley

Librarian: Lynn Christopher

Any changes to last month's minutes? No changes Approved: Cathie 2nd: Frank

Treasurer's Report & Warrant Presented Approved: Cathie 2nd: Kim

Librarian's Report: Month of September

Open Days: 15 Patrons: 302

Computer Usage: Total: 4 Adult: 4 Child: 0

Material Circulation: 306 Downloadable Books: 7

Inter Library Loan (I.L.L.): Total: 32 Borrowed: 15 Loaned Out: 17

Librarian Notes: None

Librarian's Report: Month of October

Open Days: 17 Patrons: 357

Computer Usage: Total: 10 Adult: 10 Child: 0

Material Circulation: 309 Downloadable Books: 58

Inter Library Loan (I.L.L.): Total: 38 Borrowed: 15 Loaned Out: 23

Librarian Notes:

1. The afterschool program has been resurrected and is held on Fridays and includes crafts and a snack.
2. The Friends of the Library will host a Holiday Magic Show on Friday December 13th at 6:00. All ages are welcome.

Old Business:

1. The equipment listed in the September meeting minutes was installed. Frank will review the purchase agreement to confirm that everything ordered was received. Frank was not notified by Twin Rivers of the installation date and unfortunately not in attendance when the equipment was installed.
2. Lynn prefers to use Open Office instead of Microsoft Word.
3. Webroot Virus Protection as purchased for the 3 computers with a cost of \$69.00 per year.

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New Business:

1. A decision was made to have Cathie sign the biweekly payroll.
2. Frank provided copies of the 2025 budget that he created and presented to the Budget Committee. Lynn, Cathie, and Kim reviewed the budget. Frank announced that he included a 4 % pay increase for Lynn for 2025
3. Lynn would like the two computers that were replaced to be discarded along with the old printer/copier.
4. Lynn stated that the library needs stamps and supplies for book covers
5. Frank asked if there is documentation of all the books currently in the library. Lynn said there is no list of books, and the card catalog has not been kept up to date. Lynn stated that documentation programs are costly and time consuming to set up.
6. The decision was made not to hold a meeting in December.

Next Meeting: Tuesday January 20th

Moved to adjourn: Frank 2nd: Kim Time: 3:25