

Elizabeth Titus Memorial Library Board of Trustees Minutes

1. Call to Order

- Meeting called to order by: Cheri Rich (President)
- Meeting Location: Elizabeth Titus Memorial Library Board Room
- Meeting Date: 05-28-2019
- Time of Call to Order: 16:30

2. Roll Call

- Officers in Attendance: Cheri Rich (President) Erin Wade (Vice-President),
Mike McLaughlin (Secretary),
- Trustees in Attendance: Ellen Feeler, Kathy Price, Nancy Elder, Ann Short*
- Board Members Absent: Bill Highland, Lyn Elder (Treasurer)
- City Employees in Attendance: Michelle Nolen (Library Director)

* Ann Short was sworn in later during this meeting.

3. Review/Approve minutes of previous board meeting:

- Date of previous minutes: 04-23-2019
- Motion made to: Approve minutes as presented
- Motion made by: Nancy Elder
- Motion Seconded by: Ann Short
- Aye Votes: Cheri Rich, Mike McLaughlin,
Erin Wade, Ellen Feeler, Ann Short,
Kathy Price, Nancy Elder
- Opposed Votes: None
- Result: Motion Carried

4. Approve/Disapprove Treasurer's report and payment of bills:

- Motion made to: Approve treasurer's report and payment of bills
- Motion made by: Erin Wade
- Motion Seconded by: Ellen Feeler
- Aye Votes: Cheri Rich, Mike McLaughlin,
Erin Wade, Ellen Feeler, Ann Short,
Kathy Price, Nancy Elder
- Opposed Votes: None
- Result: Motion Carried

5. Public forum acknowledgement:

- None present
- The board members spoke briefly about protocol for a member of the public that wishes to speak (i.e. applying to do so, and distances that must be kept from board members *10 feet*)

6. Librarian's report:

- Presented by: Michelle Nolen (Library Director)

Discussions:

- Summer reading kickoff is this Friday 05-31-19.
- Volunteers are still needed for various tasks supporting summer reading (e.g. making cotton candy or snow cones).
- Michelle will be gone most of the day on 06-05-19 for IHLS to help the Director's University. Her primary focus will be helping smaller libraries with budgeting.
- On 06-03-19 the "Monday Morning Quilters" will be starting a kid's (8 and up) beginner sewing class, which is planned to last eight weeks. The class is near the original limit set for participants (ten). The class size was set by the number of sewing machines available.
- 07-01-19 through 07-05-19 is the Library's inaugural Independence Camp. When Park Recreation shuts down that week (due to the Civic Center closing) the Library decided to do four (Library closed on 07-04-19) all day long (09:00-15:00) "camps" to provide an outlet for the kids that would normally be attending Park Recreation. Local churches are providing food for the camp, and on 07-05-19 there will be a pizza party which will be funded by the school.
- The posts for the Library's electronic sign are being put in this week, and the sign itself should be put in next week.
- On 05-17-19 the Library took kids fishing in Wyman Park lake for about two hours.
- The Library still needs some adult summer volunteers for any of their projects.
- Mr. Shafer's guitar class is full (overfull since he took the reserve list as well).
- The "Walkie Talkies" are walking (three times so far). Due to wet ground, the walking has been done in Wyman Park instead of Tabor Park so far.

- Laura gave the board a presentation on the "space themed" summer reading program.
- Reading will start 06-01-19.
- In July the K-5 kids will have a "day camp" (mentioned above as the "Independence Camp").
- Child pickup procedures (for parents) were outlined, and a form will be required to be signed.
- Park Recreation behavior rules and consequences will apply.

- There will be an "escape room" type of activity for the older kids.
- At end of summer (in August) there will be classes with different activities and speakers.

- Motion made to: Approve librarian's report
- Motion made by: Erin Wade
- Motion Seconded by: Ellen Feeler
- Aye Votes: Cheri Rich, Mike McLaughlin,
Erin Wade, Ellen Feeler, Ann Short,
Kathy Price, Nancy Elder
- Opposed Votes: None
- Result: Motion Carried

7. Old business:

- No old business discussed.

8. New business:

- Collection Management Policy (no changes)
 - Motion made to: Approve Collection Management Policy
 - Motion made by: Nancy Elder
 - Motion Seconded by: Kathy Price
 - Aye Votes: Cheri Rich, Mike McLaughlin,
Erin Wade, Ellen Feeler, Ann Short,
Kathy Price, Nancy Elder
 - Opposed Votes: None
 - Result: Motion Carried
- The Elizabeth Titus Memorial Library Board Oath of Office was taken by Ann Short.
 - Ann's "official appointment" will be at the City Council Meeting after the Library Board meeting.

- The per-capita grant requirements have been emailed to each board member.
- The Trustee Fact File book needs to have Chapter 11 (fundraising) reviewed by all board members.
- Also the board members need to familiarize themselves with the Digital Public Library of America.
- Board members need to watch an online tutorial video on Organizational Management.
- Those requirements need to be met by board members by December 2019, which is when the next per-capita grant will need to be submitted.

9. Other business:

- No other business

10. Adjournment:

- Motion made to: Adjourn
- Motion made by: Erin Wade
- Motion Seconded by: Mike McLaughlin
- Aye Votes: Cheri Rich, Mike McLaughlin,
Erin Wade, Ellen Feeler, Ann Short,
Kathy Price, Nancy Elder
- Opposed Votes: None
- Result: Motion Carried

Meeting adjourned at: 16:54

These minutes respectfully submitted by:

Mike McLaughlin (Secretary)

