**Norwalk Easter Public Library**

**Library Board of Trustees Meeting Minutes**

**December 2022**

**Date:** Monday December 12, 2022 **Time:** 6:30 pm

**Location:** Library Meeting Room

**Call to Order**

Board President Stephanie Farmer called the meeting to order at 6:34 p.m.

Trustees present: Stephanie Farmer, Lauren McMeans, and Sarah Smith

Library Staff Present: Director Jean Strable

Others Present:

**Approval of Agenda**

Ms. Smith motioned to approve the agenda as is; Ms. McMeans seconded, and the motion carried unanimously.

**Review of November Meeting Minutes**

The November Meeting Minutes were provided. Ms. Smith motioned to approve the November Meeting Minutes; Ms. McMeans seconded, and the motion carried unanimously.

**Approve Bills**

Director Strable presented the bills that were to be paid for December 2022. Roll call vote followed to approve December 2022 bills:

Clarke (via text message) – AYE

Farmer – AYE

McMeans - AYE

Smith – AYE

**Treasurer’s Report**

The November treasurer’s report was provided to the Board. As of the printing of the agenda packet, 42% of the fiscal year has elapsed and at approximately 47% of expenditures. Director Strable explained programming costs are ahead for planning purposes. Electric and gas expenses continue to trend high and staying high so the budget will be increased for next year. Regarding the sewer project, the Rhiner’s Plumbing invoice was lower than originally quoted. At the request of Gary Lehmer from Public Works, the sewer lines will be jetted one more time to ensure the sewer operates as intended.

**Director’s Report**

Director Strable provided both November’s and December’s Director’s reports. Door counts on the reports were off by approximately 500. Going forward, statistical reporting will look slightly different based on recommendations from the state library. Programming continues to have increased attendance and partnerships with Hometown Pride’s Lights of Love, Norwalk Area Ministerial Association, and Whiskers TNR have been successful.

**New Business**

There was no new business.

**Old Business**

There was no old business.

**Other Business & Announcements**

*Foundation Update* – The second book sale raised nearly $2,000.00 between book purchases and monetary donations. Gift wrapping stations accompanied with cookies will continue on weekends until Christmas. Chair-ish logistics continue to be sorted out for a possible fundraiser in April 2023.

*Trustees Update* – Ms. Smith attended the trustee training event in Milo hosted by the Milo Public Library. The training topic was intellectual freedom and confidentiality.

**Adjournment**

Ms. Farmer moved to adjourn the meeting at 8:22 p.m. The motion carried unanimously.

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| /s/ |
| Sarah Smith, Secretary12/14/2022 |