



# **NORWALK EASTER PUBLIC LIBRARY**

## **Library Board of Trustees Meeting Minutes**

### **January 2023**

**Date:** Monday January 9, 2023

**Time:** 6:30 pm

**Location:** Library Meeting Room

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#### **Call to Order**

Board President Stephanie Farmer called the meeting to order at 6:31 p.m.

Trustees present: Steve Clarke, Stephanie Farmer, Nikki Huetter, Lauren McMeans, Magdalena Reese, Sarah Smith, and Elizabeth Thompson

Library Staff Present: Director Jean Strable and Christi Olson

Others Present: Stephanie Riva

#### **Public Comment/Guests**

Director Strable introduced the library's new Council Liaison Stephanie Riva and Circulation Supervisor Christi Olson.

#### **Approval of Agenda**

Director Strable requested the addition of Date for Future Library Site Meeting under New Business. Ms. Smith motioned to approve the agenda as amended; Mr. Clarke seconded, and the motion carried unanimously.

#### **Review of December Meeting Minutes**

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

#### **Approve Bills**

Director Strable presented the bills that were to be paid for January 2023. Roll call vote followed to approve January 2023 bills:

Clarke – AYE

Farmer – AYE

Huetter – AYE

McMeans – AYE

Reese – AYE

Smith – AYE



Thompson – AYE

### **Treasurer's Report**

The December treasurer's report was provided to the Board. As of the printing of the agenda packet, 50% of the fiscal year has elapsed and at approximately 51% of expenditures. Director Strable explained programming costs are currently over budget in preparation for the summer reading program and other future programs.

### **Director's Report**

Director Strable provided January Director's report. Summer reading will kickoff on Saturday June 3<sup>rd</sup> at the library and items are being purchased in anticipation of the event. Assistant Director Annette Clark continues developing the collection. A new shelving unit was installed in the children's area. Noon Year's Eve and laser tag were both hugely successful events with positive feedback. Director Strable requested feedback from the trustees regarding the length and content of the Director's Report. The trustees agreed it could be pared down with bullet points rather than having extensive writeups from the programmers and librarians.

### **Old Business**

There was no old business.

### **New Business**

*Trustee Bylaws* – A red-lined draft of the Board of Trustees Bylaws was presented for approval. Updates included the number of trustee unexcused absences before removal from the board, removing the Treasurer job description, clarified public participation, addition of telephonic and electronic meeting considerations, order of business for regular meetings, and liaison appointment to the Norwalk Easter Public Library Foundation. Ms. Reese motioned to adopt the amendments as discussed; Mr. Clarke seconded, and the motion carried unanimously.

*Date for Future Library Site Meeting* – At the request of Director Strable and a local architect, trustees are invited to attend a meeting to discuss potential sites for a future library building. Ms. Smith will send a Doodle Poll to determine a date that works for the majority.

### **Agenda Item for Next Meeting**

*Strategic Plan Update* – In addition to a strategic plan update, city employees Luke Nelson, Lindsey Offenburger, and Jim Dougherty plan to attend the meeting.

### **Other Business & Announcements**

*Foundation Update* – Gift wrapping stations accompanied with cookies on weekends throughout December were successful with attendance, however, monetary donations were lower than expected. Chair-ish logistics continue to be sorted out for a possible fundraiser in April 2023 or it may be postponed



to later in 2023. The Foundation was successful with the match-challenge fundraiser raising nearly \$7,500.00 in donations.

*Trustees Update* – Trustees shared reading goals for 2023 and gadgets for e-readers.

**Adjournment**

Ms. Farmer moved to adjourn the meeting at 8:17 p.m. The motion carried unanimously.

/s/

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Sarah Smith, Secretary

01/09/2023