**Norwalk Easter Public Library**

**Library Board of Trustees Meeting Minutes**

**August 2023**

**Date:** Monday August 14, 2023 **Time:** 6:30 p.m.

**Location:** City Hall Council Chambers, 705 North Ave.

**Call to Order**

Board President Stephanie Farmer called the meeting to order at 6:32 p.m.

Trustees present: Steve Clarke, Madison Cohen, Stephanie Farmer, Lauren McMeans, Sarah Smith, and Elizabeth Thompson

Library Staff Present: Director Jean Strable

Others Present:

**Approval of Agenda**

Ms. Smith motioned to approve the agenda; Ms. Thompson seconded, and the motion carried unanimously.

**Review of July Meeting Minutes**

The July Meeting Minutes were provided. Ms. Thompson motioned to approve the July Meeting Minutes; Mr. Clarke seconded, and the motion carried unanimously.

**Approve Bills**

Director Strable presented the bills that were to be paid for August 2023. With the start of a new fiscal year, there were several annual subscription costs. There were two months of internet service as the bill was not received in time for July’s meeting to be approved. Ms. Smith motioned to approve the bills to be paid for August 2023; Ms. McMeans seconded. Roll call vote followed:

Clarke – AYE

Cohen – AYE

Farmer – AYE

McMeans – AYE

Smith – AYE

Thompson – AYE

**Revenue & Expense Report**

The July Revenue & Expense report was provided to the Board. As of the printing of the agenda packet, 8% of the fiscal year has elapsed and at approximately 11.3% of expenditures. Director Strable noticed Hootsuite, the social media management platform subscription was miscoded to Advertising & Legal Publications. Director Strable will work with city finance to correct. Ms. Cohen inquired about the Unemployment Compensation line item. Director Strable replied this is likely what the library pays into in case there was a claim.

**Director’s Report**

Director Strable provided the Director’s report for August. June and July’s volunteer hours were higher than in past months due to the youth volunteer program for the summer. An update on the future library site selection was shared; FEH Design is working on finalizing a report. Additionally, Economic Development proposed another site for consideration. The Warren County Fair library booth was successful with connections with fair attendees.

**Old Business**

1. *Library Trustee Interviews – Subcommittee Update* – Four candidates were interviewed for the open trustee position. Madison Cohen was ultimately offered the position and she accepted with this being her first meeting. Other applicants were encouraged to join the Foundation.
2. *Interior Refresh – Update* – With new interior paint, carpeting, and security grille gate installation, the library is closed from August 14, 2023 – September 11, 2023. Social media posts and other notices encouraged patrons to check out materials while the library is closed. Approximately 25% of the library’s collection has been checked out. An interim pop-up space is open at City Hall to assist patrons during the closure.

**Agenda Items for Future Meetings**

*Personnel Policy – update and review*

*Rules of Conduct Policy – update and review*

*Circulation Policy – update and review*

*Social Media Policy*

**Other Business & Announcements**

1. *Foundation Director Updates –* There are at least two people interested in becoming a foundation director. The next meeting will be a Jane McDonald’s house due to the library closure. Director Strable will be requesting funds for library appreciation and continuing education opportunities for staff.
2. *Trustees Update* – Ms. McMeans inquired about requesting a book and adding it to the collection. Director Strable said there is a request form within the online library catalog.

**Adjournment**

Ms. Farmer moved to adjourn the meeting at 8:31 p.m. The motion carried unanimously.

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| /s/ |
| Sarah Smith, Secretary  08/16/2023 |