**Norwalk Easter Public Library**

**Library Board of Trustees Meeting Minutes**

**November 2023**

**Date:** Monday November 13, 2023 **Time:** 6:30 p.m.

**Location:** Library Meeting Room, 1051 North Ave.

**Call to Order**

Board President Stephanie Farmer called the meeting to order at 6:30 p.m.

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

Library Staff Present: Director Jean Strable

Others Present: Councilwoman Stephanie Riva

**Approval of Agenda**

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

**Review of October Meeting Minutes**

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

**Approve Bills**

Director Strable presented the bills that were to be paid for November 2023. Throughout October and into November, there has been a lot of programming and outreach. Roll call vote followed:

Clarke – AYE

Cohen – AYE

Farmer – AYE

McMeans – AYE

Reese – AYE

Smith – AYE

Thompson – AYE

**Revenue & Expense Report**

The October Revenue & Expense report was provided to the Board. As of the printing of the agenda packet, 34% of the fiscal year has elapsed and at approximately 39.1% of expenditures. Director Strable has not yet had the opportunity to discuss with Finance the Insurance Cost line item.

**Director’s Report**

Director Strable provided the Director’s report for November. 650 people attended the Fall Festival. Director Strable nominated Whiskers TNR for an “I Love My Library Partner” award; out of 55 submissions across the U.S., Whiskers TNR received an honorable mention. Assisting other departments, Director Strable presented at the OPALS Senior Luncheon, hosted Kosovo’s President Vjosa Osmani at City Hall, and collaborated with Hometown Pride for Scarecrow Row. Additionally, Director Strable has been asked to serve on the Norwalk Area Chamber of Commerce Board of Directors.

**Old Business**

1. *Update on Future Library Site Selection* – Director Strable provided a proposed timeline for securing a future library site.

**New Business**

1. *2024 Hours & Annual Closures Policy – update & review* – The 2024 Hours & Annual Closures Policy was provided with holiday closures mirroring those of the City of Norwalk. Additionally, the library will be closed May 10, 2024 for staff development and May 20, 2024 for collection inventory. Ms. Smith motioned to approve the policy as presented; Mr. Clarke seconded, and the motion carried unanimously.
2. *FY25 Budget – discussion –* Following a brief discussion, it was recommended Director Strable request funding for both an additional full-time staff person and continuing education/professional development opportunities.
3. *State Library Annual Survey* – Director Strable provided the State Library Annual Survey as submitted.
4. *Director’s Performance Evaluation* – Ms. Farmer asked the trustees to complete their portion of the evaluation and to return to her by the end of the day Tuesday November 14, 2023.

**Agenda Items for Future Meetings**

*Social Media Policy – update & review*

*Circulation Policy - update & review*

**Other Business & Announcements**

1. *Foundation Director Updates –* $3,174.81 was made during the fall book sale. The Directors discussed acknowledging a conflict-of-interest statement each year. Andrea Wright’s proposal for assisting with a fundraising campaign was accepted. Other names for “Friends of the Library” are being considered due to potential copyright infringement concerns.
2. *Trustees Update* – Mr. Clarke shared the Norwalk Music Boosters has kicked off their Fruit Sale fundraiser.

**Adjournment**

Ms. Farmer moved to adjourn the meeting at 8:03 p.m. The motion carried unanimously.

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| /s/ |
| Sarah Smith, Secretary  11/14/2023 |