

Date: February 14, 2025

Board Members in Attendance: Mark Chamberlain, Risa Howell, Judy McFarlin, Leslie Peters, Caryl Sutterby, Elizabeth Avery

Board Member(s) Excused: Helen Lawson, Marie Krause

In Attendance: Linda Nichols, Nick (Accounts Clerk)

Call to Order: by Caryl Sutterby at 5:00pm

Public Comment: No public attendance.

Secretary's Report: Review of minutes.

Motion to approve the secretary's report was made and seconded, and passed unanimously.

Treasurer's Report: Review of Treasurer's report

- Discussion was made of monthly expenditures, capital fund expenditures, and the state grant for the window project.
- Motion to approve the treasurer's report / monthly expenditures was made and seconded, and passed unanimously.
- Discussion was made concerning the QuickBooks version the library currently uses. It is out-of-date, and staff from STLS suggested that the library instead use Quickbooks Online. Request to Nick to consult with our accountant to make sure Quickbooks Online is compatible.

Director's Report:

- There is a leak in the flat roof, as well as some slate tiles missing. Linda requested a review and recommendation from local roofers.
- There has been water on the floor in the children's room that seems unrelated to the roof leak. Nick is trying to figure out where the water is coming from. At this time we will continue to observe the situation to see if this will happen regularly.
- There is concern about a window that fell onto library property from an adjacent building. Request to Linda and Caryl to write a letter to the owner of the building to ascertain that appropriate liability insurance is in place.
- All clerk positions are currently filled.

Old Business:

- New board member recruitment: A motion was made to appoint Elizabeth Avery to a three-year term on board. The motion was seconded and passed.
- Strategic plan: There was a low response to the patron surveys. Request to Linda to have staff make a proposal for goals based on the surveys and staff input.

New Business:

- Endowment transfer: A motion was made, seconded, and passed unanimously that 75% (\$8,228) of the Vanguard dividends (\$10,970.94) be transferred from Vanguard to the Capital Fund.
- State Annual Report submission: A motion was made, seconded, and passed unanimously to acknowledge that Mairi Bontorno completed and filed the state report in an appropriate and timely fashion.
- Community resources and services: Upcoming community activities include TaiChi at the Library, Scouts Overnight at the Library, March 10th library fundraising yard sale, Dundee Day book sale, and Oak Hill chicken BBQ day.

Motion to adjourn the meeting at 5:45pm made, seconded, and passed unanimously.

Next Meeting: March 17, 2025

Submitted by Elizabeth Avery