

## Dundee Library Board of Trustees Minutes

March 18, 2024

Tripp Community Room, Dundee Library

Mia called the meeting to order at 5:00 pm.

Roll Call/Quorum: Mia Clemens, Mark Chamberlain, Darla Hill, Caryl Sutterby, Helen Lawson, Risa Howell and Linda Nichols      Excused: Marie Krause

Agenda Additions/Approval: Motion to approve the agenda was made by Caryl, seconded by Helen and carried.

Minutes of February Meeting Approval: Motion to approve minutes as presented was made by Helen, seconded by Mark and carried.

Public Comment: None

### Committee Reports

Financial Reports/ Monthly Expenditures: (see attached)

Motion was made to approve the financial reports as presented by Risa, seconded by Helen, carried.

Director's Report (see attached) - Five hundred glasses came in to hand out for free, for the solar eclipse that takes place April 8th.

### New Business

A motion was made to approve the job description for the new positions, "Director of Operations," and for changing the Library Director title to "Executive Director." We will begin looking to fill the "Director of Operation" position right away. The motion was made by Mark, seconded by Helen and carried. Upon the filling of this position (after adequate training), the Library Director, currently Linda Nichols, will become the Executive Director and her hours and duties will decrease.

Motion was made to purchase a Toshiba copier with a 5-year lease through Higher Information Group, this contract will cost roughly \$335.00/month. Motion was made by Caryl, seconded by Helen, and carried.

Next month's board meeting, April 15th, will start at 4:30pm due to Brian Hildreth coming from Southern Tier Library System for board training purposes.

Old Business

Caryl stated that the 2024 Summer Concert series was moving along, they have seven possibly eight evenings set up so far, and the letters for donations are going to be sent out.

EVENTS: July 6-12 - Book Sale  
July 13 - Oak Hill Chicken BBQ

Next Regular meeting April 15, 4:30pm, Tripp Community Room Dundee Library

Adjourn: Motion to adjourn was made at 5:25 pm by Mark, seconded by Darla, carried.

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Mia Clemens - President      (Acting Secretary)

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Date