

## **AMPL Board Meeting Minutes**

### **January 11, 2024**

**Call to Order:** John Dockrey called the meeting to order at 6:06 PM. Board members present along with John were: Kim Terry, Laura Jean Rowe, and Missy Giles. Absent were: Larry Oliver, Monica Etchison, and Marnie Zeller. Also present was Library Director Sarah Wallace-Moon. John appointed Missy acting secretary for tonight's meeting due to Marnie's absence.

**Approvals:** Missy moved to approve the agenda, last month's minutes, Financial Report, and Director's Report. Kim seconded and the motion passed.

**Old Business:** The only item of old business was the "Meet the Trustees" info that Sarah had requested from the board. She indicated that she would get that from those of us present right now, as she needed to have all the info compiled to present to the staff on Monday during their In-Service day. Those present provided the requested info, and Sarah stated that she will still have to contact Larry and Monica to get theirs.

#### **New Business:**

- a. Resolution to transfer funds: Sarah explained that since this is a "between line transfer" of funds, it is a simple process only requiring board approval for her to do what needs done. After Sarah answered a couple of questions from board members Laura Jean moved to approve the transfer as presented. Kim seconded; the motion passed unanimously.
- b. Designate Personnel Committee (PC): John appointed Missy and Kim to serve with him as the PC for 2024. Both indicated willingness to serve in this roll.
- c. Library Closure Policy: Sarah explained to the board that after reviewing the policy she felt it could be streamlined and made simpler to understand by the staff. She provided the board with copies highlighting the changes she made and with the language she was proposing to redact struck through so that we could easily read the differences. After minimal discussion Missy moved to approve the policy with the changes Sarah requested. Laura Jean seconded and the motion passed.

**Director's Report:** 2023 books balanced for the end of the year and the 2024 books were opened with no issues. Sarah is scheduled to meet with the Richland Township Trustee to discuss possible expansion of services. We will be keeping our fingers crossed that the meeting goes well. Collections on the slate to be "weeded" this year are Adult Non-Fiction, Audiobooks, and some sections of the Children's Dept. Trystan will demonstrate the operation of the new CoverOne machine for the staff during the In-Service day Monday. Dave is as prepared for snowy weather as he's likely to get, should we get enough snow to bother with. Courier service is getting back on track after the holidays. The Evergreen update that previously took place over Thanksgiving each year has now been moved to the last weekend in January. As of the 25<sup>th</sup> there will be a disruption of service that will run through the weekend. The staff really out-did themselves with the free gift wrapping assistance offered throughout December. In 2022 the staff wrapped 262 packages. They not only shattered that record but nearly doubled it, coming in at 504 gifts wrapped in December 2023! Way to go you dedicated wrappers!!! Classic Christmas Tales was brought back and was a resounding success. A shout goes out to the staff members who willingly helped again, or for the first time, and a special thanks to Jerry Hughes for coming out of retirement long enough to read intros and serve as Narrator. What a great idea!

**Librarian's Report:** Sarah mentioned that the numbers are still skewed due to the previous transit issues, and the door count is no where near accurate as approximately 6 weeks worth of data were lost when the sensor was malfunctioning.

**Treasurer's Report:** Missy moved to pay claims 525-537 to end 2023 and claims 1-30 to start 2024. Laura Jean seconded and the motion passed.

**Organize as Board of Finance:**

Missy Giles (MG) moved to close the regular meeting and open the Board of Finance meeting at 6:49. Kim Terry (KT) seconded and the motion was passed.

- I. MG moved to elect John Dockrey President and Missy Giles Secretary of the Board of Finance. KT seconded and motion passed.
- II. Review Investment Policy: MG moved to approve policy with no changes and KT seconded. Motion passed.
- III. Designate Newspapers for Publication: MG moved to designate the Alexandria Times-Tribune and the Anderson Herald-Bulletin for all notice publication. KT seconded and the motion passed.

MG moved to close the Board of Finance Meeting and reopen the regular meeting at 6:52PM. KT seconded and the regular meeting resumed.

**Announcements:** The Park Board hired new caretakers at Beulah Park. They are a retired couple and have already moved into the residence and begun their duties.

**Adjournment:** Laura Jean moved to adjourn at 7:00PM; Kim seconded and the motion passed.

Next Meeting: Thursday, February 8<sup>th</sup> @ 6PM