

**Wolcott Public Library
Board of Trustees Meeting
April 17, 2024**

Board Members Present: Bob Reed, Terry Van Fleet, Steve Monroe, Bobby-Jo Mendenhall, Deb Lewis, Ginny Keenan, Director- Dottie Patt, Bookkeeper-Kristl Spalding

Call to order – The meeting was called to order at 6:32 pm by President Bob Reed.

Minutes of the last meeting – Minutes of the March meeting were reviewed. A motion was made by Bobby-Jo and seconded by Bob to approve the minutes. Motion unanimously approved.

Treasurer's Report – Kristl presented the highlights of the financial reports. Office expenses were high due to purchasing toner for the printers which is a couple times a year. Donations appear high for this year but one was from December that didn't get deposited until January. The re-wiring for the library computers was also paid recently.

Kristl reported she went to a couple of banks to look into Certificate of Deposits and Lyons will give 5% for a 6-month CD. Three \$5,000 CD's from the Emergency Fund and four \$10,000 CD's from the library savings was proposed to put in the 6-month CD's. Bobby-Jo made a motion seconded by Terry to approve the proposed CD's. Motion unanimously approved.

Library purchasing and procurement policies and procedures are being worked on by Kristl and Dottie. They will bring them to the next meeting.

The expenditures report was reviewed. Motion made by Bob and seconded by Deb to approve the expenditures report. Motion unanimously approved.

Circulation reports – Reports reviewed for March. Circulation of books, E-books/e-audio/e-magazines were about normal.

Library Director Report:

Cleaning of Heat Vents – Dottie reported Steve cleaned out all the library heat vents and thanked Steve for doing this for the library.

Employee Name Tags – Dottie has purchased name tags for all the employees.

Card Club – Some people requested and have been using the Library Community meeting room for their Card Club.

Home School Group – A group of home school kids met at the library recently.

Alzheimer's Group – There were 16 people who attended this program at the library.

Video Conferencing – Kristl reported there is still \$1300 left over to use for video conferencing equipment from Marshall's grant to the library. A proposal to purchase a laptop computer to use with

the video conferencing equipment was made. Bobby-Jo made a motion to do this and Deb seconded it. Motion unanimously approved.

Old Business –

Book Club – Tabled for the next meeting after this is discussed with the Rose Library.

Summer Reading – Dottie is looking into doing something for adults this year.

One Book, OWWL Kids program – This program will be held next week at the library.

New Business –

Trustee Training – Trustee Training coming up by OWWL :
Working with the Board, Director, Staff, and Friends, Wednesday, May 15, 2024 at 5PM

Date of next meeting – The next Board of Trustees meeting will be held on Wednesday, May 15, 2024, at 6:30 p.m.

The meeting was adjourned by President Bob Reed at 7:10 pm.

Respectfully submitted,
Ginny Keenan, Board Secretary