

**Wolcott Public Library
Board of Trustees Meeting
December 18, 2024**

Board Members Present - Terry VanFleet, Bob Reed, Steve Monroe, Deb Lewis, BobbyJo Mendenhall, Director- Dottie Patt and Bookkeeper- Kristl Spalding

Call to Order - December meeting called to order at 6:32pm by Bob Reed

Meeting Minutes Approval - November minutes reviewed. A motion to approve the November minutes was made by Terri V. and Steve 2nd the motion. Unanimous approval by the board.

Treasure report - Krystl asked about any questions or issues. She pointed out in the journal entry, the other reason that there is an overage of budget is that there is HVAC (air conditioner) installed and listed there. The Air condition is really a fixed item in the budget so it is not a yearly expense.

Krystl mentioned the Microsoft end of term is coming up. We can use the remaining Marshall farms funds, to put towards the new purchase of computers.

This would need to happen roughly by July 2025. Possibly 6 total computers needed to be upgraded.

Krystl said that we need to keep an eye on the Cd's the library has in place. Make sure we are aware of the maturity and discuss that when the time is near.

Expenditures we reviewed. A motion to approve the expenses was made by Deb and 2nd by Terry V.

Director Report- Dottie will enter the "*bookkeeper ad*" in the paper for 2 weeks. This will be part of December and January for the listing in the paper.

Questions raised "How long do we accept applications for the position?" The Library Board decided to accept them until Monday, January 20th. In person applications only. No mail ins.

Discussion regarding a leasing space for the *Vehicle charging stations*. Do we want to investigate this or say no thank you. Further discussion in the new year.

Library *resignation bylaws* were discussed and brought up. The Board mentioned updating and going over it more frequently.

Dottie will discuss with Pioneer Library Systems the *computer purchase procedure*. She is going to ask what we do with our old computers that are being removed. Can we give them away or donate them?

Committee reports-

Discussion regarding *bookkeeper interviews*, that it would be a good idea to have Krystl present. Krystl agreed and will be there for the interviews.

Discussion among board members that we need an official *secretary for the Library Board*. Deb and BobbyJo talked about taking turns. BobbyJo agreed to bring her computer to each meeting and type them during the meetings. BobbyJo also agreed to take the Wolcott Library Board Secretary position.

Date of next meeting – The next Board of Trustees meeting will be held on Wednesday, January 15, 2025, at 6:30 p.m.

Meeting adjourned by Bob Reed at 7:06pm

Respectfully Submitted,
Bobby-Jo Mendenhall, Board Secretary