

# **Library Board of Trustees Meeting**

**February 7, 2024**

**6:00 PM**

**Library Sunporch**

## **Minutes**

Present: Darryl Uy, Courtney Sparks, Katie Majcher, Mary Gallie, Leslie Hallock, Jennifer Jeffrey, Donna Rice, Kim Swett, Sally Martin

Absent: Cathy Wolinsky

Quorum exists.

Meeting called to order at 6:02 p.m.

### **A. Approval of January 2024 Minutes**

### **B. Director's Report**

- The management team is working on the strategic plan. They have the framework and a working plan to look at. They will send feedback to Courtney. Courtney plans on compiling suggestions and then cutting the plan back to a workable size. She will send a final draft to the board before the March meeting for review.
- The signage project is a large project that is currently being worked on by a signage committee. They are attempting to incorporate displays to encourage more participation in the library in addition to demonstrative and instructional signage. This is currently being researched.
- Courtney has submitted a budget request to the town. She needs one additional front desk person. They are currently holding off on additional programming in children's services because of limited resources.
- Adult services is trialing off campus programming. The trial run at FCS was well attended and more are currently being planned.
- Door count has been high since October.

### **C. Open discussion**

- Update on Building Use Survey
  - Survey is currently active. It is available both digitally and analog at the front desk.
  - This should be up approximately two more weeks.

- After that time Courtney will provide a full copy and highlights as well as a tally specific talking points.
- Porch Aesthetics
  - Kim Swett has connected with the Freeport Middle School art teacher, and they have a meeting planned for 9 a.m. on Monday, February, 10<sup>th</sup> at the library to discuss the space and art options.
- Staff appreciation
  - Darryl presented the idea of the board doing something for the staff to show appreciation for all they do.
  - Courtney had multiple suggestions including improving the break room, a staff Keurig, or occasionally providing food.
  - There is a Safety Meeting on April 1<sup>st</sup> in which Courtney usually provides breakfast. It was suggested that the board could provide funding for this. A motion was made, and the board voted unanimously to provide the finances for the breakfast.
  - A break room committee was formed, consisting of Donna Rice and Katie Majcher, to assess the possible needs in the breakroom and present to the board what we might be able to assist with.
- Upcoming Events and Projects
  - The library has many events coming up that board members may participate in including CandyLand in February, an Armchair Travel Lecture in March, and an Eclipse program in April.

D. Adjourn @ 6:50 p.m.

Next meeting: March 6, 2024