

**R.K. Kittay Library**  
**Trustee Meeting Minutes**  
**March 21, 2022**

**Members Present:** Judy Zinn, Arlene Horn, Erica Shott, Carey Braidt, Sarah Porter and Director Stephen Niles

**Guest:** Jean Nardi

**Call to order at 7:02 by Judy Zinn**

**Elect Officers:**

**President:** Erica nominates Judy, Sarah seconds. Motion carried

**Secretary:** Judy nominates Erica, Carey seconds. Motion carried

**Treasurer:** Judy nominates Jean, Sarah seconds. Motion carried

**Approve February Minutes** – Motion to approve February minutes Arlene, Sarah second. No discussion. Motion carried.

**Financial Report:** Financial report: Total liabilities and equities \$230,110.07. Purchases made with ARPA grant funds.

**Approve Financial Report** – Motion to approve by Sarah, Carey 2<sup>nd</sup>. No discussion. Motion carried.

**Directors Report:** Disposed of weeded books to recycling center. Currently applying for Summer Reading Grant of \$300 this year. Purchased Library World and started to catalog new books. Received barcodes (funds from ARPA grant). We had Legos at the Library (6 kids and 2 parents). Summer Reading will run for 4 days - July 11-14<sup>th</sup> from 9am to 3pm and No Strings Marionette Company on Saturday the 16<sup>th</sup> at 2pm (hopefully outside). Arlene is going to call to reserve the firehouse just in case. A private yoga group was started at the Library. 4 cribbage boards donated with a suggestion we start a cribbage club for men. Stephen will thank the Hartwood company for donating the boards. Stephen will continue with the cataloging collection, work on cataloging Pilcrow, order audio books from ABLE Library (from the state library) which is free of charge. Olivia will be our Thursday afternoon volunteer and will learn how to catalog and other library skills with Stephen. Sue Nichols wants to volunteer to do data entry: she will be responsible for adding all of the patrons into Library World. 23 visitors and only 8 items got checked out (may be skewed because some items are not here but not listed as checked out...)

**Old Business:**

**Policies to approve:**

**Children's** Motion to approve by Sarah, 2<sup>nd</sup> by Erica. Motion carried.

**Donation** Motion to approve by Arlene, 2<sup>nd</sup> by Carey. Motion carried.

**Patron Behavior** Motion to approve by Arlene, 2<sup>nd</sup> by Sarah. Motion carried.

**Trustee Opening** – Anniken Davenport is interested in the trustee position. We will endorse and send a letter of recommendation from the board.

**New Business:**

**Golf Tournament** – spread the word if you know anyone who might want to play golf. Stephen will make save the date cards. Jean will provide Stephen with the addresses for the usual golf players.

**Plant Sale** – Arlene and Carey will work on the plant sale together. Will book the firehouse for May 14<sup>th</sup>. We will ask Laura to do our plants this year.

**Mum Sale** – Tentative date for mums – September 17<sup>th</sup>.

**Discussion** about emails to board members from the community.

**Thank you notes** – one donation received – Jean will send thank you note

**Other** –

Stephen is trying to get everything from old computer to new laptop. We need to update our Quickbooks.

Erica and Stephen will investigate.

We will work on a take home craft for the kids this year and we will plan for the Easter Egg Hunt next year.

Book Box –Plywood style box. Or, put a slot right in the door so they'd drop inside.

**Adjourn 8:40pm. Motioned by Arlene, Carey 2<sup>nd</sup>. Motion carried.**

The next meeting will be on April 18th.

Submitted by Erica Shott