

R.K. Kittay Library
Trustee Meeting Minutes
May 16, 2022

Members Present: Arlene Horn, Sarah Porter, Judy Zinn, Erica Shott, Jean Nardi, and Director Stephen Niles
Absent: Carey Braidt, Anniken Davenport

Call to order at 7:00 by Judy Zinn

Approve April Minutes – Motion to approve April minutes made by Arlene, Erica second. No discussion. Motion carried.

Financial Report: Private yoga, private and card group donations made up the income. Expenses are mainly for the golf tournament advertisements. A few office supplies were purchased. Benches were purchased from the ARAP grant (this will show on the next month's statement).

Approve Financial Report – Motion to approve by Erica, second Arlene. No discussion. Motion carried.

Directors Report: Gene, Art, Don and Ann said the doors are not original but they have enough value to not cut a hole in them. We will find a free standing or rebuild the current book drop. Benches have been picked up. Quickbooks: still working on getting signed up with Tech Soup. LibraryWorld: Adult patrons are entered. Olivia is almost done with the kids. Most of the adult collection is barcoded (still needs to be entered). Stephen is cataloging the DVDs. Will be submitting for next round of ARPA. Circulation: Working on new circulation policy. It will allow pop up books to be circulated and lengthen the time from 1 day on the passes. Summer Reading: Kelli Lewis is going to run program for 2 weeks ending with the No Strings. Circulation: It's been a slow month for usage. Comments: We should clean up the black tables and weed whack the side of the building per our neighbor, Art. Ellie is concerned about the lock on the door. Ann and Marcie said Tuesday and Sundays are slow. Our hours are hard to remember and very scattered. We need more volunteers!

Old Business:

Plant Sale – See Stephen's additional report on the Plant Sale. \$1302-\$596.60 (plant purchase) = \$705.40 + \$12 (credit) = \$717.40 profit (minus \$40 (cake) and \$46 (raffle) = \$631.40 income in plant sales alone)

Summer Program- All set with Kelli (and Sarah Mattison). She is going to do all the planning of the programming for "Oceans of Possibilities". Stephen will order supplies for her. Stephen will send a flyer to Mettowee.

No strings – Judy contacted No Strings to schedule the Treasure program for July 16th. Will be on the lawn next to the church. Arlene has booked the firehouse as back up. We will book them for 2pm. We will provide frozen pops/watermelon instead of cookies!

Golf Tournament – Letters have gone out. Posters are ready to go with one last review. Stephen will print 20 copies on Thursday night. Arlene is collecting for the tee cup auction. Will add 50/50 raffle.

High School Scholarship/6th Grade Award – High school scholarship is online. Deadline is on May 20th. Monday May 23rd at 5:30 to review applications. 6th Grade Award: Was set up as individual award vs a classroom award so we will stick with that format. The teacher will pick 2 recipients and let us know.

New Business:

Policies to review – no new policies this month. Stephen is working on Circulation Policy.

Library Hours/Days – Will discuss further after Stephen polls/talks to the community.

Other -nothing new

Thank you notes- Jean emailed Laura but Arlene will send an official thank you to her.

Adjourn 8:00pm. Motioned by Arlene, Sarah 2nd. Motion carried.

Next meeting June 20, 2022

Submitted by Erica Shott