

**R.K. Kittay Library
Trustee Meeting Minutes
January 24, 2022**

Members Present: Judy Zinn, Arlene Horn, Erica Shott, Jean Nardi, Sarah Porter and Interim Director Stephen Niles

Not Present: Carey Braidt

Call to order at 7:01 by Judy Zinn

Approve December Minutes – Motioned to approve by Arlene, Jean 2nd. No discussion. Motion carried.

Financial Report: Town report: cash on hand – ARPA and late arriving donations that were deposited in January and not 2021.

Approve Financial Report – Motion to approve by Arlene, Erica 2nd. No discussion. Motion carried.

Directors Report: Stephen is working on 3 policies, has updated the website with agendas/meeting notes (except April agenda), organizing and cleaning up the library stacks, displays and the catalog (entering patrons), set up 2 kids programs with Kelli Lewis, and is beginning to purchase the ARPA items. Next month Stephen will meet with the volunteers, catalog the Pilcrow books and write a couple of procedures. Stephen asked about the hot water heater (Judy will contact Debbie Baker).

Old Business:

Holiday Gifts: There is 1 gift left, for Carl, he can pick up on Saturday.

Petitions: Everyone turned in their petitions on time! (Jean, Arlene, Judy)

Letter for Town Report: The board will review and send in the report after the meeting.

Open Trustee Position: No one new put in a petition for the position. Do we have any suggestions?

Director Applications: We have 6 applications. We told them we'll be contacting them shortly. We will extend invitations for interviews to the candidates who are qualified for the position on the 10th and 17th of February beginning at 6pm.

New Business:

Policies: Will review at the policies at the next meeting to vote. Stephen will make minor adjustments.

Open/Closed Sign: A sign on the door that will alert patrons that the library is open/closed.

New sign to go on the outside of the interior library door. Stephen will work on one.

Other: We will make sure we put the minutes and agendas on the website in the proper time frame. Paul would like boxes out of his garage, Stephen is working on where to store everything back here. Erica, Judy and Jean will work on the golf tournament, Arlene will coordinate the tee cup auction.

Thank you notes: Jean is working on some thank you notes.

Adjourn 8:41pm. Motioned by Jean, Erica 2nd. Motion carried.

The next meeting will be on February 21st.

Submitted by Erica Shott