**R.K. Kittay Library**

**Trustee Meeting Minutes**

**August 16, 2021**

**7pm**

**Members Present:** Judy Zinn, Arlene Horn, Carey Braidt, Erica Shott, Peter Casenhiser, Sarah Porter, Jean Nardi, and Director Paul Thompson

**Not Present:**

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

**Approve July Minutes** – Motioned by Arlene, Carey 2nd. Discussion: Carey has concerns with the prior minutes and they were amended. Motion to approve minutes by Arlene, Judy 2nd. No further discussion. Motion carried.

**Financial Report:** We had a few donations and interest from the CDs and the new endowment. Newsletter category is website, but will be moved under computer next month. Jean will figure out how to remove reconciliation discrepancies. Budget for 2020 (COVID) we didn’t have an approved budget for 2021. Financial committee: Peter, Jean¸ Sarah and Paul.

**Approve Financial Report –** Motion to approve the treasurer’s report by Peter, Sarah 2nd. Motion carried.

**Directors Report -** Paul had good attendance at the volunteers (working on organizing volunteers), about 50 people came through Old Home Days. Lots of cleaning and organizing. Trying to track all the keys. Spent time on social media and website, changing from Constant Contact to Mail Chimp (free). ARPA Grant is submitted (see director’s notes sent by Paul for itemized requests). Next month: refreshing collection and preparing for book sale, cleaning up discrepancies in patrons and catalog. Working on policies (will prepare some for future meetings and board approval). New signage. Kept the letters but threw out the sign! Will discuss further down the agenda. “Bill” is on the website and photos are printed and displayed at the library. Discussion about quantity of books: we will give it a few months and reassess the collection and if we want to increase the quantity or keep the same/reorganize the library. Peter asks how the new devices for patrons are going, but there has been no use. They are on the website and they will be advertised a little more. Currently using one for the volunteers. Motion to approve director’s notes by Arlene, Jean 2nd. No discussion. Motion carried.

**Old Business:**

* **Mum Sale-** Firehouse is reserved for the 18th (9-1pm). Laura wants numbers by the 1st of September. Peter is working on pumpkins. We will have pies and books. 100 mums, cabbage and kale (12 each). Posters, social media, send an email. Colors: red, orange, white and yellow. $10/mum/cabbage and kale. Pies $12. Pumpkins by donation. Paul will work on the posters and promoting the pre-sale. One extra nice thing to raffle off at the sale. Arlene will ask Laura what she could put together. Paul will need some help setting up the tables etc. on Friday and will ask for volunteers. Looking for cash box.
* **Sign-** Motion to approve a new sign purchase by Jean and Peter motions that the director chooses. Sarah 2nd. No discussion. Motion carried.
* **ARPA**- (covered on director report)
* **PO BOX-** We will keep the same PO Box in West Rupert. Information is updated on the website with correct mailing/physical.

**New Business:**

* **Policy Updates –** After a discussion, it was decided that it is important to update all Library policies. Director has started to prepare the policies. We will have access to policies on the website and physical copies.
* **For September:** Policy discussion: Collection Development Policy. Voting on Policy will be in October.
* **Other –** Bill is entering the home stretch. He’s in Orleans county way at the top. Hoping to get him back here by the Mum sale. Peter is working on $400-$450 to print enough copies so all the libraries who participate can get some and have others left over to sell. Several local businesses have offered to donate to have the printing completed. Possible sponsorship per mile of Bill's travel to help with printing costs? No, it would be like asking for sponsors halfway through the marathon. Who updates the website? Carey is updating the social media (playing catch up). What does Bill want to be to this Library? Add Paul as the admin to Facebook Page for Bill.
* **Keys/security –** Trustees, volunteers will have access to the Library, but not everyone else in the community. But they’ll still be able to get into the building/historical society, but not the library. This is to protect our things in the library. Jean will talk to someone at the store and research what we need/prices.

**Adjourn 8:53pm Motioned by Jean. Arlene 2nd. Motion carried.**

The next meeting will be on September 20th.

Submitted by Erica Shott