

IL Library Board of Trustees Meeting Minutes **February 15, 2024**

- **Call to order @ 4:19pm**
Present: Susan Rollings, MJ Rathbun, Bev Cannan, Ben Conboy, Beth Lomnitzer, Chelsea Provost
Not present: N/A
- **Public Comments 5 minutes - N/A**
- **Review and approve minutes from prior meeting**
 - **MJ made a *MOTION* to approve January 18, 2024 minutes; *MOTION* seconded; *MOTION* passed**
- **Review directors report**
- **Review and approve payment of bills:**
 - **Ben Conboy made a *MOTION* to approve paying of bills; *MOTION* seconded; all in favor; *MOTION* passed**
- **Report of Special Committees - N/A**
- **Old business:**
 - \$547 total intake at Chef Fundraising Dinner
 - Went well!
 - Sign update: Wood sign is almost completed and looks great; composite sign is done
 - Plaques for Friends he will do for free (we just need to let him know)
 - Little Library sign for old Stewart's needed
 - Unveiling ceremony maybe (?) TBD
- **New Business:**
 - Eclipse glasses have been distributed
 - MJ has signed SALS Joint Automation Project
 - Snocade: 2/21 Light up the Library event - paying a Library employee for this
 - Mary Phillips-LeBlanc to be hired as sub
 - Kids' room & behind circ desk painting will start this weekend
 - \$5k SALS grant app due at beg of April
 - \$5K could be used for improving / updating circulation desk
 - Do not need to be specific when writing up the grant; need to fully account for funds after work is completed
 - Bathroom and kitchen needs full facelift so we will revisit that later in the year
 - Book & Bake sale this weekend (benefits Friends of the IL Library)

- **Policy Review:**
 - ***Plan of action: Committee will be formed to review policies for library (staff, MJ, Chelsea, etc) and come up with a plan for updating or creating policies that are needed***
 - ****MJ found West Hurley Public Library good description for many policies and they are a simliar size library****
 - Taking a pause on all policies until New Committee meets (before next Board meeting)
 - **Safety (Board will write the policy, Susan will create procedure)**
 - Emergency Plan
 - Fire Safety
 - Opioid Prevention Measures (***Ex: West Hurley states that “notify health center and ambulance “; IL Library could use this language and also “send someone over to ambulance building & call 911”***)
 - Disaster Recovery
 - Workplace Safety/ Violence Prevention
 - Active Shooter Procedures

- **Place a ¼ page Library ad \$25 in the musical school program -**
 - **Ben Conboy made a *MOTION* to place ¼ page ad for \$25; *MOTION* seconded; all in favor; *MOTION* passed**

- **The Dancing Witches would like to use library after hours for a grandbaby shower in honor of Jenn - OK'ed by board for this occasion only**

- **Executive Session - N/A**

Next Meeting March 21, 2024 @ 4:15pm

***MOTION* by MJ to adjourn; *MOTION* seconded; *MOTION* passed
Meeting Adjourned @ 5:36pm**