

Chamberlin Free Public Library

Board of Trustees Meeting

November 13, 2023, at 6:30

Present: Charles Brault, Judith Wilkins, Lauren Pashayan Natalie Klebes, Maggie Josti, and Diane Steele

Minutes of October meeting were reviewed with only one spelling error to be amended, Judith Wilkins motioned for approval and seconded by Natalie Klebes.

Skipped ahead to personnel to meet with candidate for open part time position. Recording paused for discussion.

The Treasures report was reviewed, over in several areas with thought that funds will be redistributed at the end of year. There will be a downward trend in supplies as there were replenishments already acquired. There will likely be a significant difference in salaries after further review. Board questioned if any funds will be encumbered into next year's budget, staff is looking to ensure we allocate as much to ensure our goal to utilize budgeted fund adequately that include new computers among other things. Security for catalog was questioned by the board based on the visitors experience we asked for additional review to ensure experience for patrons. Treasure report motion for approval by Lauren Pashayan and seconded by Judith Wilkins.

Circulation statistic appears down due to the genealogy, going to decouple to see if there is a change because print and media circulations show an upwards trend. Hot spot is active and in use but there doesn't seem to be a need for additional devices currently. Looking at existing programs such as the STEM items and finding an interactive way to share the available items.

Systems- New computer for Diane has been purchased and is in working order.

Policies reviewed- **Section IV.** Disruptive Behavior revised and accepted- Motioned to approve by Judith Wilkins and seconded by Natalie Klebes. **Section VIII.** Privacy And Confidentiality of Information revised and accepted- Motioned to approve by Natalie Klebes and seconded by Judith Wilkins. **Section V.** Unaccompanied Minors- Motioned to approve by Natalie Klebes and seconded by Judith Wilkins.

Building concern- Door to closet had a malfunction and the lock was removed to avoid further issues, smoke detector installed to prohibit smoking in the building. Continued plan to review and update policies as needed.

Natalie Klebes requested that someone to take minutes in December in her absence Judith Wilkins will take minutes.

Lauren Pashayan motioned to adjourn and seconded by Natalie Klebes