

Chamberlin Free Public Library

Board of Trustees Meeting

October 16, 2023, at 6:30

Present: Charles Brault, Judith Wilkins, Lauren Pashayan Natalie Klebes, Diane Steele and Deb Spratt (joined late)

Minutes of September meeting were reviewed, Judith Wilkins motioned for approval and seconded by Natalie Klebes.

The Treasures report was reviewed, slightly over in Post Office, Safety and Service Contracts which was expected as well as see a potential for next month to go over in programs with upcoming events. Additionally discussed Budget finalization to share there will be an increase in health insurance. Treasure report motion for approval by Lauren Pashayan and seconded by Natalie Klebes.

Circulation statistic- Shared a positive outcome from recent programs (Agriculture and AARP).

Systems- All in one printer purchased to streamline and make ordering supplies easier.

Mission Statement was reviewed to be posted as effective in place on 10/16/2023, Lauren Pashayan motioned for accept and seconded by Judith Wilkins

Budget- excess funds discussed amount that can potentially be allocated to replacing equipment such as computers.

Personnel update-Met with potential candidate to fill part time staffing need. Accepting applications for open position up to 10/30/23.

Policies review- For Section II. Circulation board reviewed and recommended that language within policies will not include discretionary language and must state set standard to ensure understanding of capabilities and policy. Need to create unaccompanied Minors and Disruptive Behavior as well as clarification around fees for office needs (copies, fax) should be highlighted as a public service offered for those in need.

Upcoming programs shared with board-Be Red Cross Ready, Home Fit, Medicare.

Charles to send out standards for reconsideration for board to review prior to next meeting.

Hotspot billing, Charles will do research to see if there is a potential to incur the amount for future dates.

Lauren Pashayan motioned to adjourn and seconded by Judith Wilkins