

**Cole Library Board of Trustees Minutes  
August 23, 2022**

**Present: Cathy, Diana, Tracey & Greg**

- I. The meeting was called to order at 8:38a.m. by President Diana Corcoran. We did not have a quorum, therefore did not vote/approve at this meeting. However, this meeting did count towards our required number of meetings.
- II. The May minutes were reviewed.
- III. Reports/Ongoing Business
  - a. President – Diana welcomed everyone back.
  - b. Public Librarian
    - i. Summer Reading – Success! 267 Elementary students signed up to participate. The kids loved the prizes.
    - ii. Story Time To Go will be reinstated – Requested primarily by Grandparents and working parents who are unable to attend the Thursday Story Time. Student Volunteer will put together packets.
    - iii. Fall Programs to look forward to include: Master Garden Talks (with Lisbon Library), Lego Club, Yarn Squad (will start in October), Daytime and Evening Book Discussion Groups and Story Time. No Early Out movies will take place until Grace returns from her maternity leave (likely after January).
  - c. Librarian’s Report
    - i. We reviewed the Financial Reports. The new carryover is \$34,883 which includes Building maintenance + Available funds + Carryover from 2021. The group discussed possibly spending some of the money. Fixing the cement outside or recarpeting the main floor are 2 projects identified. Greg will check with the college on its timeline for recarpeting. We may decide to recarpet/redecorate just the Children’s Room. We do not want the carryover to exceed \$40K.
- IV. Major Business
  - a. Policies to review this year are: Confidentiality of Records p 17; Volunteer Policy p. 22; Internet Use Policy p. 24; Disruptive Patron Policy p.25
  - b. Cathy and Grace have revised their job descriptions. These will be reviewed/discussed at the next meeting as will the new Marketing job description.
  - c. Gary’s Roundup – This did not happen. Not sure if it will!

The Meeting adjourned at 9:32 a.m. The next meeting will be Tuesday, September 20, 2022.