

**Cole Library Board of Trustees Minutes  
September 20, 2022**

**Present: Cathy, Diana, Tracey, Greg, Jackie, Julia, Chris**

- I. The meeting was called to order at 8:30 a.m. by President Diana Corcoran.
- II. The August minutes were reviewed and approved
- III. Reports/Ongoing Business
  - a. President –
    - i. Board Election of Officers: Officer positions remained the same. Diana is President, Jackie is Vice President and Tracey is Secretary
  - 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 (has started off slow), Yarn Squad (will start in October and take place in The Commons. The Library will also partner with the Yarn Shop uptown.), Daytime and Evening Book Discussion Groups and Story Time (which has had great attendance so far!) Hills Bank Book Talk will also happen sometime in the future.
  - c. Librarian's Report
    - i. We reviewed the Financial Reports. Miranda and Greg are still working on the carryover. Income and Expenses are within a normal range. We are a over in acquisitions because of extra buying before Grace left on maternity leave. Hoopla has a large balance; Greg said we may consider adding additional funds to this next year.
- 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 revised their job descriptions and proposed what the new Director and Assistant Director positions would look like. These were reviewed and discussed. The Board agreed that it would make the most sense for Cathy and Grace to swap jobs versus hiring externally for either position. A job description for a potential Library Marketing position was also reviewed.
  - c. The Board agreed in a two phase approach. Cathy will draft a proposal of this to the city.

- i. In Phase 1 (July 2023), Grace will be the full time Public Librarian and Cathy will be the part-time Assistant Public Librarian. The exchange of jobs would add an additional 18K to the budget (this also includes the expected pay raise)
- ii. In Phase 2 (July 2024), a part-time Library Marketing person would be hired to enhance Library visibility and do more community outreach.

The Meeting adjourned at 9:47 a.m. The next meeting will be Tuesday, October 18, 2022.