

Cole Library Board of Trustees Minutes
November 27, 2023

Present: Grace C., Diana C., Tracey L, Jackie W., Julia A., & Brandi S.

I. The special meeting was called to order at 8:48 a.m. by President Diana Corcoran

II. Major Business

- i. Circulation Policy – Grace reported that currently there are 276 items on the long overdue (lost) item list. This is 133 accounts. 72 of those have 1 book lost. 46% have more than 1 lost item. 12% of the accounts have a significant number of lost items. 58% of the lost items are children’s items. Grace confirmed that the Public Library and College Library can have different Lost Item Processing fees. The Board voted to approve the new Circulation Policy as written with a \$5 processing fee (decreased from \$10). Jackie motioned to approve the policy. Brandi 2nd. All in favor. Policy approved.
- ii. FY25 Budget – Grace presented an updated draft budget. Changes to note:
 1. Grace confirmed the Public Library budget has covered Grace & Cathy's benefits in previous years (estimated \$20,500 for FY25)
 2. Increasing Acquisitions +\$2600
 3. Decreasing copy expense (-\$1,150)
 4. Removing money from administrative support since Grace is handling the Financial Report.
 5. Building Administration is being combined with Other Expenses and is now “Special Projects”.
 6. Any extra money needed will be taken from Carry-over.
 7. Brandi motioned to approve the Budget that Grace presented. Julia 2nd. All in favor. New Budget approved.

The meeting adjourned at 9:25 a.m.