

**Cole Library Board of Trustees Minutes
September 19, 2023**

Present: Grace, Tracey, Jackie (there was not a quorum)

The meeting was called to order at 8:34 a.m. by Jackie Wallace

- I. Minutes were approved by Jackie and Tracey. Official approval will be requested via e-mail.

- II. Reports/Ongoing Business
 - a. President
 - i. Jackie and Grace both mentioned the article in The Sun that inadequately described Cornell's contribution to the Public Library. Grace and Diana met with Cornell administration and clarified some of the information. Cornell updated the information to reflect this on their website: "Cornell houses the Mount Vernon Public Library". The City appreciates the extended hours available to the public because of the college as well as the availability of meeting rooms within the library.

 - b. Public Librarian
 - i. Upcoming programs:
 - 1. Master Gardener Program will be held on October 3, 10, 17 & 24, 6:30-7:30 in Room 108. This is a joint program offered with the Lisbon Library.
 - 2. Fall Community Book Talk will be held at noon on October 12th. Cathy is working on getting community members to speak.
 - ii. Library Assistant job search is still on-going.
 - iii. Linn County Librarians meeting was held on 9/12. This is a way for Grace to connect with other librarians in the area. Grace mentioned that Mount Vernon Alum, Chris Stoner, is the Hiawatha Library Director. She also noted that Lisbon Librarian, Amy White, is retiring.
 - iv. Library Sign update – The sign is here and will hopefully be installed in the next couple weeks.

 - c. Librarian's Report
 - i. Financial Report: Grace has been diligently working to determine exact carry-over amount. The updated amount is \$38,896.90. The Library received a donation of \$140 from Ingleside Book Club with a nice note from Katrina Garner. This donation will be used to enhance our Early Reader Collection.

III. Major Business

- i. Bookkeeping: Grace is taking over the Bookkeeping for the public library. This will create a more efficient process with less redundancy and give Grace a better understanding of how the Public Library money is spent. With this new process, we will have our own accounts, account numbers, Amazon account, credit card. This transition is in process and Miranda D. is very helpful
- ii. Library Logo – Grace contacted Ian McDonald, Cornell Alum; for \$500 he created a Library Logo that ties together the Library and the City of Mount Vernon. Tracey & Jackie approved the logo and Grace will send an e-mail to the rest of the Board for approval. The cost of the logo will come out of the “Other Expenses” Budget.
- iii. Circulation Policy – A few changes/updates were made to the policy. Grace will distribute the new policy for approval at the October meeting.

The meeting adjourned at 9:21 a.m. The next meeting will be October 17, 2023.