

Cole Library Board of Trustees Meeting Minutes  
August 20, 2024

Present: Grace Chamberlain, Diana Corcoran, Julia Andrews, Jackie Wallace, Tracey Louwagie

- I. The meeting was called to order at 8:32AM by Diana Corcoran.
- II. Approval of Agenda – The agenda was approved Jackie (1<sup>st</sup>), Julia (2<sup>nd</sup>)
- III. Approval of Minutes – The minutes were approved Julia (1<sup>st</sup>), Jackie (2<sup>nd</sup>)
- IV. Reports/ongoing business
  - A. President
    1. Board Election of Officers
      - a. Tracey Louwagie was elected Secretary, Julia (1<sup>st</sup>), Jackie (2<sup>nd</sup>).
      - b. Jackie Wallace elected Vice President Diana (1<sup>st</sup>), Julia (2<sup>nd</sup>).
      - c. Diana Corcoran elected President, Julia (1<sup>st</sup>), Jackie (2<sup>nd</sup>).
    - B. Public Library Director
      1. Summer in Review: Good summer after slow kickoff. 39 programs were held (8 large, 31 weekly). 1390 attendees.
      2. Library Cards: New cards ordered with new logo with cost between \$550-\$600.
      3. Browsing Room Chairs: Coming out of this fiscal year. 4 chairs for under \$6000
      4. Fall Programs: Creatives Connect 9/2, Local author Mike Conklin 9/10, Lincoln Hwy Arts Festival 9/21 where Grace and Cathy plan to have craft kits available, regularly scheduled programming will continue and in October there will be Master Gardener talks as well as the Fall Book Talk.
      5. Financial Report – We have over \$40k in carryover money. Grace and Cathy will be discussing this with Chris Nosbisch. In the meantime, the Board should be thinking of ways to allocate this money.
    - C. Cornell Library Director – Greg was absent. Grace reported that College Library hours have been reduced to the following: M-Th 8-10, Fri 8-5, Sat 10-4 and Sun 12-10. The College Library is no longer purchasing print subscriptions. Therefore, the Public Library will take over The Sun and Gazette Subscriptions as well as a few magazine subscriptions. These items will be relocated to the Browsing Room.
  - V. Major Business
    - A. 5 – year Plan review: Phase 1 of the current 5-year plan is complete. This Phase included transitioning Grace from Assistant Public Library to the Public Library Director. In turn, Cathy Boggs became the Assistant Public Library Director. Phase 2 involves hiring a halftime Marketing/Outreach Coordinator. The Board will continue to brainstorm this new position. The goal is to implement Phase 2 by July 1, 2027.
    - B. FY25 Policies to Review:
      1. Mission & Bylaws
      2. Public Library Roles

C. Training – 3 hours of Board Training is required each year. Jackie suggested participating in a “Monday Morning Eye-Opener” online training. Grace suggested having Eunice from the State present. More discussion will take place on this topic.

Meeting adjourned at 9:34 a.m. The next meeting will be September 17<sup>th</sup>.