

Cole Library Board of Trustees Meeting Minutes
January 21, 2025

Present: Grace Chamberlain, Diana Corcoran, Mike Kragenbrink, Greg Cotton, Tracey Louwagie

I. Call to Order

The meeting was called to order at 8:31 a.m.

II. Approval of Agenda

The agenda was approved. (Jackie motioned, Tracey seconded.)

III. Approval of Minutes

The minutes from the December meeting were approved. (Jackie motioned, Mike seconded.)

IV. Reports and Ongoing Business

A. President's Report

- Diana had nothing to report.

B. Public Library Director's Report

1. Upcoming Programs

- **Reading Challenge – New Year, New Book:** A month-long reading challenge for adults during January. For every book completed, participants will be entered into a drawing for a library bag and a local gift card.
- **Winter Seed Sewing Presentation:** January 28, 2025.
- **VITA (Volunteer Income Tax Assistance):** Available February through March. Free service for individuals with an income under \$65,000. Participants must sign up.
- **Puzzle Swap:** February 22, 2024.
- **Spring Master Gardener Talk:** February sessions at Lisbon Library on Wednesdays.

2. Training

- Social Media Policy Creation: Eunice will be sending out resources and possible give a training to the Board on this topic.

3. Financial Report

- The library was only open for three weeks in December, so there were no major expenses.
- We received Open Access and ILL checks from the State, totaling \$503.17 for the Public Library (after splitting with the College).
- Grace is reaching out to Katie to begin the second round of contracting services.

4. Additional Notes

- Grace reminded Board Members to send in their testimonies.

C. College Librarian's Report

- Greg had no updates.

V. Major Business

A. Children's Room Make-and-Take Shelf

- Cathy is leading this initiative. She has identified a shelf that can hang on the door and is organizing supplies and activities for families to take. This is considered passive programming, and the numbers can be submitted to the State.

B. Public Library Roles

- The Library Roles section in the Handbook was last updated in 2021, Since then, there has been a public survey that mostly focused on pandemic-related feedback. The Handbook was not updated to reflect the survey. The board agreed not to update this section at the current time but will give more thought to the survey for 2026. (Jackie made a motion to table the review of the roles section. Mike seconded)

VI. Adjournment

The meeting adjourned at 9:02 a.m.

Next Meeting: February 18, 2025, at 8:30 a.m.