Cole Library Board of Trustees

Meeting: October 15, 2026
9:15am
Room 310

I. Call to Order

Present: Diana Corcoran, Grace Chamberlain, Sarah Doyle, Hunter White, Jackie Wallace

Meeting was called to order at 9:17.

II. Approval of Agenda

Jackie motioned to approve as written and seconded by Hunter.

III. Approval of Minutes

Jackie motioned to approve and seconded by Hunter.

IV. Reports/ongoing business

A. President - No business.

B. Public Library Director

1. **Upcoming programs:** Book talk, Halloween craft, Embroidery Fall Craft, Puzzle swap in November
    - Library will be closed the entire week of Thanksgiving
2. **Annual Report to the State Library**
    - Grace will create a report of numbers and write-up to explain our "third spaces" in the library. Grace will present key findings to the Board once complete.
3. **Financial Report**
    - No money in September but will receive some in October
    - Salary went up in expenditures with hiring of new PL Assistant
    - Scavenger Hunt added to Children's Area so printing expenses
    - See report for more specific information.

C. College Librarian's Report - Carnegie Grant for both public and Cole library will help pay for ID/program-locked door to solve issues with Security to make sure doors are unlocked when they need to be.

V. Major Business

A. FY28 Budget

- Student worker budget moved up to $12/hr to raise expenses in that category.
- Grace will ask for 2.5% increase from the City.
- Sarah motioned to approve the 2028 Budget and Jackie seconded.

B. 5 Year Plan

- Grace will have a yearly Action Plan in regards to what the library staff will do to work towards meeting 5-year goals and objectives. It will provide structure and accountability across the board.
- Presentation of Library Interest Survey to brainstorm Strategic Goals
- Next meeting we will set goals, objectives, and metrics together. Board can brainstorm and bring ideas next time.

Jackie motioned to adjourn at 10:48 and Hunter seconded.