Cole Library Board of Trustees
Meeting: November 12, 2026
9:15am
Room 310

I. Call to Order
Present: Julia Andrews, Hunter White, Jackie Wallace, Grace Chamberlain
Meeting was called without quorum at 9:19a and with quorum at 9:24a

II. Approval of Agenda
Jackie motion to approve. Seconded by Hunter

III. Approval of Minutes
Hunter motion to approve. Seconded by Jackie

IV. Reports/ongoing business
A. President – No report

B. Public Library Director
1. Upcoming programs
November. Puzzle swap on 11/14
December. Adult reading challenge with prizes donated by local businesses.
Meredith wants to participate in Magical Night. Grace will call Trude Elliott and Jesse Thurn to see if it's possible.

2. Annual Report to the State Library
Report signed 10/29. Hopeful for approximately $3000 from the state.
Circulation and Programming Data highlights:

- Physical circulation is slightly down.
- Ebook and Audio book circulation is significantly up
- ILL is slightly up.
- 27,513 total circulation marking a 4,128 increase.

We discussed an issue with student workers not checking out materials completely. The checkout is not logged on our system. This could distort our circulation numbers and lead to loss of materials. Grace to have a meeting with workers to try and correct the issue.

3. Financial Report
Income – received state funds. Also received some donations.
The first installment of Cornell contracted services was paid. Grace requested the second installment come out in December.

C. College Librarian's Report

The College wants to turn the 4th floor into a 3rd space. A College librarian, Meghan Yamanishi, would like to incorporate the public library into the design. She would like the public and college library to apply for a MV Area Arts Council grant together for design work in the space. The design is a treehouse.

Motion to apply jointly with the College library by Hunter. Seconded by Jackie. Motion Approved.

V. Major Business

A. Website
Local resident Wayne Hatter would like to redesign the Public Library website. He has worked on library pages before. After two proposals, he has offered a one-time design of $1,500 with one year maintenance free. After the first year, he would charge $49 a month. He made a demo of our updated site that was vastly improved over our 20 year old website
Grace will confirm any city regulations for city websites.

Motion by Hunter for Wayne to draft a contract with this agreement and note all discounts for board review. Seconded by Julia. Motion approved.

B. 5 Year Plan
The Board brainstormed a strategic plan. Sarah and Diana
submitted comments in writing. The board seems united in community outreach, expanding to 2 full time employees, and creating comfortable spaces. Grace took our suggestions and will create a draft to be discussed at the next meeting.

Announcement:
Grace asked us to look nice for the next meeting so that we can take an updated board photo.

Motion to adjourn meeting by Hunter. Seconded by Jackie. Meeting adjourned 10:30a