

**STINSON MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

Date: September 30, 2024

Time: 5:00 PM

Location: Stinson Memorial Public Library Auditorium

The meeting was called to order at 5:02 p.m. by Don Burnett

Present: Don Burnett, Dee Blakely, Shirley Harris, John Hughey, Misty Yates, and Janet. **Absent:** Marilyn Keller **Also Present:** Sarah Watkins

Visitors: None

August minutes approved with correction with a motion with a correction by Hunter seconded by Harris. **Passed.**

August Treasurer's report approved with a motion Hughey and seconded by Hunter. **Passed.**

August 2024 bills approved with motion by Blakely and seconded by Harris. **Passed.**

Approval was given to Sarah Watkins to have online banking access to the AJ National Library bank accounts with a motion made by Blakely and seconded by Hunter. **Passed.**

Three quotes were presented to do the Exterior Repair job as outlined. Bryan Concrete and Masonry was lower and recommended by White and Borgognoni Architects. Sarah suggested to accept the proposal. Motion made by Hughey to accept the proposal and authorize up to \$3,000 in additional funds to fix a leak seconded by Blakely. **Passed.**

New handles and faucets were approved to be replaced by Thad Ellet with a motion made by Blakely and a second by Hunter. **Passed.**

Sarah reviewed Per-Capita report standards. She let the board know we did not have an accepted strategic plan or succession plan. She is working on these points and others to bring us to compliance.

Sarah presented the Library Report including circulation statistics report, Children's, Circulation, and Outreach Coordinator's reports. She also reported on grants, facilities, training and projects.

Marilyn was absent and no Friends Report was presented. Janet talked about upcoming events the group was hosting.

Closed Session: entered at 5:33 p.m. with a motion by Harris and a second from Hunter.

Exit closed session at 5:45 with a motion by Hughey and a second by Blakely.

It was decided to close the Revolving fund checking account and reopen a new library account with check signers being Sarah Watkins, Don Burnett, John Hughey and Misty Yates. Motion made by Blakely and seconded by Hunter. **Passed.**

Communication between the Board and Director – Sarah is starting staff evaluations and asked the board to complete her evaluation. The Board of Trustees will meet to compile results and discuss.

Motion to adjourn at 5:56 p.m. was made by Hunter and seconded by Harris. **Passed.**

Don Burnett, President

Misty Yates, Secretary

Date _____