

# Island Pond Public Library

## Board of Trustee Meeting

### Minutes

Nov.14, 2023

Present: Michelle Wilcox, Susan Vera, Krystyna Kurzej, Janet Osborne, Jocelyne Gervais, and Judy Valenti.

Absent: None.

Guest: None.

- I. A. The meeting was called to order by Susan at 4:00 pm. The minutes for the Oct. meeting were reviewed and approved with a motion from Jocelyn and seconded by Krystyna.
- II. Financial Report:
  - A. Financials for Oct. were reviewed and accepted with a motion from Judy and seconded by Krystyna. Account balance is \$13,438.49.
  - B. Current invoices were reviewed and approved.
  - C. Michelle will obtain information from the Town office regarding ending balance and what bills come out of Library account verses the Town budget.
- III. Communication:
  - A: Donations in memory of Gloria Gaboriault were \$\$10.00 from Charlotte Gunn, \$50.00 from Molly Osborne and \$50.00 from Janet Osborne, \$25.00 from Beverly May, \$70.00 from Cindy Chaffee. Daniel Rhodes donated \$100.00 in memory of Barbara Testut. Rotary Club of Newport donated \$25.00 in memory of Ryan Holden and \$25.00 in honor of Susan Cherry.  
We received Town of Charleston appropriation of \$700.00.
- IV. Librarian's Report:
  - A: Librarian's report was approved with a motion by Janet and seconded by Jocelyne.
  - B. Attendance for Oct. was 349 visits.
  - C. The staff participated in Trunk or Treat.
  - D. For the Holiday Magic every Dec.2 the staff will do card and ornament making at Senior Center.
  - E. Michelle is currently taking the Public Library Administration course.

V. Old/New/Other

- A: Michelle will inquire about a Fire prevention and Disaster Plan for the library.
- B: We will create a photo release form now that we are posting activity pictures on line.
- C: The board discussed and reviewed policies from other libraries regarding computer use in the library. Susan will create a policy for the next meeting.
- D: The board will bring donations for the Christmas basket drawing by Dec. 1

VI: The meeting was adjourned at 4:51pm. with a motion from Judy and seconded by Janet.

The next regular meeting will be Dec,11 2023 at 4 pm.