

**Public Comment & Correspondence:**

**Administration**

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Call to Order:

President Sonja Maynard called to order the regular meeting of the Library Board at 4:27 pm.

Roll Call:

Present: Sonja Maynard, Nancy Walzer, Christine Turple, Sandy Nielsen, Peggy Campbell, Marcia Woods, Jamie Holcomb, and Cheryl Miller. Others present: Samantha Reid-Goldberg, Gary Evans and Jayne Elenbaas

Approval of Agenda for November 19, 2024

**Action: M. Woods moved to amend the agenda to include her and J. Holcomb's resignations from the board.**

**P. Campbell moved to approve the agenda. C. Miller seconded the motion. Yes: 8 No: 0. The motion was adopted.**

Approval of Minutes for October 15, 2024

**Action: N. Walzer moved to approve the minutes. M. Woods seconded the motion. Yes: 8 No: 0. The motion was adopted.**

Amended Calendar of Closings

**Action: J. Holcomb moved to include January 20 on the Calendar of Closings. M. Woods seconded the motion. Yes: 8 No: 0. The motion was adopted.**

**Finance**

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a. Treasurer's Report: October, 2024

**Action: : P. Campbell made a motion to approve the Treasurer's report for October, 2024. C. Miller seconded it. Yes: 8 No: 0. The motion was adopted.**

1. Review of expenditures over \$1500

b. 1<sup>st</sup> Quarter Budget Update

**Personnel**

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Resignation of Board Members: J. Holcomb and M. Woods are both resigning as Greenwood Twp. Board representatives on Dec. 31.

Staff Christmas Bonues:

**Action: N. Walzer moved to give the staff the same Christmas bonus as last year (\$100/\$250). J. Holcomb seconded the motion. Yes: 8 No: 0. The motion was adopted.**

**Strategic Plan Updates**

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a. Focus Group Updates and Next Steps: only one adult attended our focus groups, and about 8 tweens attended the tween group. Carol is writing up her findings now.

**Director's Report**

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Director's Report

Upcoming Programming:

November:

Preparing to Retire Financial Seminar- November 19

Matinee Movie- November 21                      Family Fun Night- November      21

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Jamie Holcomb, Greenwood Township  
Peggy Campbell, Village of Hesperia

Craft Night- November 26

Closed for Thanksgiving- November 28

Sensory Play- November 29

December:

Photo Contest Winners Announced- Dec. 1

Teen Night- December 5

Tween Night- December 6

Pet Photos with Yeti – December 12

Family Fun Night (w/Santa!)- December 12

After-School Movie- December 16

Matinee Movie- December 19

Night Before Christmas Shelter Cat Storytime- December 20

Christmas Closed– Dec. 24 & 25

Sensory Play- December 27

FotL Book Sale: still up until Friday the 22nd, stop in the Newfield room and check it out.

Halloween Party: We had at least 175 people attend this year (that's how many signed in, we think there may have been more outside)

Policies: I have completed my update of the Circulation policy, and have verified with the staff that it matches what we are doing now. I included it after my report for your review for NEXT month. We are also writing a corresponding Procedures manual, but it is way more time-consuming.

Cintas: We got our new first aid kit installed from Cintas, and they will be out again to replace our AED as soon as they get it. We are also getting floor mat service from them and are currently on the weekly schedule in preparation for winter.

How-To Brochures—Hoopla and Libby: Kathy created how-to brochures explaining to patrons how to use the Hoopla and Libby programs to address survey responses indicating people don't realize we have these services or don't know how to use them.

1<sup>st</sup> Quarter Stats, included after report: I included the new patron and active patron reports as well as our programming attendance report.

January Directors Meeting and Youth Services Meeting: somehow Hesperia ended up as the January host to both of these county meetings (usually they are opposite month), so we scheduled both for January 22 with a lunch in-between.

## **Discussion**

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## **Adjournment**

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**Action: M. Woods moved that the meeting be adjourned at 5:06 pm. J. Holcomb seconded the motion. Yes: 8 No: 0. The motion was adopted.**

## **Recorded by:**

S. Nielsen, Secretary

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