

Blue Mound Memorial Library  
Board of Trustees Meeting  
January 27, 2025

**Attendance:**

Nancy Gorden, President  
Julie Chapman, Vice-president  
Anne Byard, Trustee  
Audrey Miller, Director  
Alice Reed, Consultant  
Diana Kupish, Trustee

The January Meeting of the Library Trustees was called to order January 27, 2025 at 6:00 p.m. The Pledge of Allegiance was recited.

**Minutes** from the Regular Meeting of November 25, 2024, Special Meeting of December 11, 2024, & Special Meeting of December 18, 2024 were reviewed and discussed. Nancy Gorden noted that the correct title vacated by Julie Jones which is now the position for Audrey Miller is Director. The correction will be made in the above mentioned minutes. Anne Byard made a motion to accept the **Secretary's Minutes** of the November and December meetings with the appropriate corrections. Julie Chapman seconded. The motion carried with unanimous approval.

**The Treasurers Report** was distributed and reviewed. Anne Byard asked for clarification concerning the \$7200 in the Insurance section to which Alice explained that less will be levied to break even. She also explained that the Professional Services are higher than usual due to the lawyer's expenses and it will eventually go negative by about \$2000 which will be taken out of reserves. Julie Chapman made a motion to accept the **Treasurer's Report** with Anne Byard seconding the motion. The motion passed with all 'Aye' votes.

Audrey Miller presented the **Librarian Report** in writing.

- Audrey Miller's first day was 12/12/24
- Audrey and Tom Jones worked in tandem via Facetime with Aaron Damery to add RAM to both computers to ensure proper functionality of QuickBooks.
- Purchased keyboard and mouse for the bookkeeping desk computer.
- Alice delivered a new circulation desk chair.

**Library Activities:**

- Adult Book Club met on Thursday, Dec 19<sup>th</sup> at 6:30 at Dippin' Mervs with 9 attending
- Santa visited the Library on Saturday December 7<sup>th</sup> from 9:30 until noon with 85 children attending along with as many adults.

**Upcoming Programs:**

- **Book Club**
- **Lego Club rule**
- **Freezer meals**

**Old Business:**

- **Statement of Economic Interest** will be reviewed in the February meeting.

- **Termination Policy** was reviewed and discussed to determine the appropriate language in the policy. Currently the policy information is on pg 3 section IX stating 'unsatisfactory' as reason for termination. While the language is sufficiently vague to avoid the necessity of listing every foreseeable reason for termination, it was decided that 'Employee's Code of Conduct' expectations should be documented given to each employee, initialed and put in each employee's file so they know what is expected of them. It was decided that the policy should include a three step termination process following any Code of Conduct violation including: First: verbal warning – documented and initialed by relevant parties and placed in the employees file; Second: written warning – also documented and initialed by relevant parties and placed in the employee's file; third code of conduct violation - termination. **The 'Code of Conduct' will be written up and discussed at the February Board Meeting.** After approved by the Board of Directors, employees would be given the written Code of Conduct expectations to which they would sign indicating receipt of the material.

#### **New Business:**

The Library had no internet service today, January 27<sup>th</sup> until just before 5 p.m. This meant the staff was unable to order anything or even check material out as usual. Instead everything was done manually, making notes to be completed when the system was working again. Audrey called Consolidated and was on hold for 22 minutes which merely added to the frustration. Due to the issue, Audrey checked into prices at CTI. At a glance, it appears the Library could save some on the monthly fees by changing. However, the Library did sign a 2-year contract with Consolidated so nothing can be done at this time.

#### **Other:**

- Nancy read thank you cards received from Julie Jones and Monica Reynolds for the Christmas bonuses they received.
- Audrey asked if it was ok to establish an Instagram account to reach more people. Anne asked what she intended to post on it. After some discussion it was agreed that Instagram could be used for advertising purposes but not for posting pictures of patrons.
- Jeanie Barns would like to expand the Library's Book Club by adding a link to the Library's Facebook page for a virtual Book Club chat on the current book of choice. It remains to be seen how many patrons would want to participate but the Board saw no reason to object.
- There are computer concerns which have caused unneeded stress on the users. The system is dated and of course the Library relies heavily on computer access for QuickBooks, processing materials in and out of the Library, and general reports. Audrey suggested checking into grants but Alice said that since the Library is a government entity, most grants are not applicable. Computer expenses should be included in the budget. Alice is spread too thin now and does not have time to shop for a computer. It was decided that Audrey would look into it with the money coming from memorial money. It was also decided not to look for cheap but to look for equipment that would last.

A motion was made by Anne Byard to adjourn the meeting. Julie Chapman seconded the motion. The motion carried with unanimous assent. The meeting adjourned at 7:13 p.m.

Diana Kupish, Trustee