**Alvah N. Belding Memorial Library**

**Library Board Minutes**

 **November 20, 2023**

**Board Members Present:** Thomas Cameron, Ron Gunderson, Sherri Hughes, Kathy Lehman,

 Jan Lamborne

**Board Members Absent**:

**Director:** Britney Dillon

**City Council Liaison**: Jeannine Leary

**Guests:** Betty Jenkins

1. **Call at Order and Roll Call:** Meeting was called to order by Tom C. at 5:32pm.
2. **Approval of Agenda:** Motion made by Sherri to approve the agenda as presented and supported by Tom. Motion carried.
3. **Approval of Minutes**: Motion made by Jan to approve the October 2023 minutes as presented and supported by Sherri. Motion carried.
4. **Public Comment:**  None
5. **Library Reports:** Director’s, Youth Services, Circulation, Donations, and Financial Reports were all reviewed. These reports were received for filing.

**Comments on Reports:**

* 1. **Director:** Repair of a fan has occurred and the bill will be on the December bill.
		1. Repainting of lower level areas will not occur in 2023.
		2. USDA inspection/visit happened a few weeks ago for the biannual inspection. They were impressed with the building and loved the Library’s history.
		3. Going forward the Lakeland email service is ended. We will be using our own email service. More information to come.
		4. Hotspot? There are many dead zones in our service area as Verizon is the local carrier. Hot spots will not provide internet to these areas. T-Mobile is moving into our service area as a different internet option. Britney is monitoring this closely. Hotspots can be disabled if not returned in a timely manner. Replacement/repair costs will need to be factored into the decision about providing them in the future.
		5. Flooring? A question about getting a second quote regarding the laminate/trim. Rockford Flooring put in the original laminate and at that time 2 different retail quotes were obtained prior to engaging Rockford Flooring.
	2. **Youth Services**: Report received for filing.
	3. **Adult Programs**: Report received for filing. The cookie baking competition proved very entertaining.
	4. **Circulation:** Line 811-? About a payment to Lock and Key from Ionia.
	5. **Month Financial Reports**: Report received for filing.
	6. **Donations:** Numerous memorial donations that enable the Library to expand its books in circulation.
1. **Notice of Paid bills**: A motion was made by Jan to approve the payment of bills supported by Sherri. Motion passed.
2. **Communication and Correspondence:** Social media updates and the newspapers articles are appreciated by the Board. Very informative.
3. **Unfinished Business**: 2nd and final reading of the Public Comment Policy. Motion made by Ron to adopt the Public Comment Policy as written. Support by Tom. Discussion. Motion passed.
	1. Tom made a motion to go into **Closed Session** to discuss the evaluation of our director, Britney, support by Sherri. Motion passed at 6:16pm.
	2. 7:04 in **Open session** Ron made the motion end Closed Session. Support by Sherri. Motion passed.
	3. Motion made by Ron and supported by Sherri to increase Britney’s wages by 4%. Motion passed.
4. **New Business:**
5. **Public Comment:** Jeannine L. updated the Board on many upcoming and current City projects. Betty noted the book drop box has moved to the west exit of the parking area. Thank you Bob Jakeway and Ron. The curtains in the meeting room look great! Thank you Linda Chickering and Sherri.
6. **Trustee Comments:**
	1. **Thomas C**.-He applauded Britney’s doing her job so well and making the Board’s job doable.
	2. **Ron G.-** He is grateful for the atmosphere of friendliness and positivity among the staff.
	3. **Sherri H.-** Appreciates being on the Board being receptive to her ideas and comments.
	4. **Jan L**.-
	5. **Kathy L.-** Thanked Britney for being proactive on censorship issues.
7. **Motion to adjourn** at 7:22 pm by Ron, supported by Sherri. Motion passed.