**Cobleigh Public Library Trustees’ Meeting**

**Date**: May 24, 2022 **Time:**  6:30 p.m. [Called to order at 6:42]

**Attending**: Bryn Hoffman, Jessica Simpson, Lorrie Mawhinney, Hilary Adams

**Minutes:** Hilary made a motion to approve minutes, Jess seconded. Minutes accepted.

**Treasurer’s Report:** Paula had sent an email report to Bryn. Nothing major to report - everything looks good for this month.

**Librarian’s Report:**

* ARPA grant application submitted and awaiting approval.
* Migration date set for library system update. Library will be off-line June 25/26th. New system will allow for “Reader’s Advisory” feature that provides book reviews for patrons, which is under consideration as an added service.
* SSL certification for the library website has been renewed, allowing for safe web connections for patrons.
* Update from the Friends of the Coleigh
  + - They have started collecting donations for the book sale
  + - “Comfy Cozy” Raffle with drawing at Stars & Stripes event. Discussion about places to advertise/sell tickets. Bryn will pass along the ideas.
  + - Next meeting Tues June 7th @4pm - a trustee is invited to attend.
* Incident occurred in early May requiring collaboration between library staff and Lyndonville PD. Bryn has reached out to Chief Harris to create a good working relationship between law enforcement and Cobleigh personnel as they strive to serve our community well.
* Summer Reading Programs for Children & Teens are ready for kick-off on June 1st!
* eBike loan program partnership with Revamp the ‘Ville - Local Motion’s Traveling E-Bike Library has been popular with patrons. Additional demo days will be held at the Lyndonville Farmer’s Market.
* Bike repair station created in partnership with the Kingdom Trails Association - rollout will be happening June 17th with a KTA program about bicycle maintenance.

**Old Business:**

Review changes to Public Use of Building and Collections Policy and Update on Photography Policy: Need additional information to complete these tasks. Hilary made a motion to table these items for discussion at next meeting. Jess seconded. Old Business tabled and will be included on our next agenda.

**New Business:**

ARPA round 2 update: Grant information submitted and waiting on approval.

ARPA round 1 - board approval for computer purchases: Money awarded last summer, purchases being made but prices have increased. Bryn requested permission to purchase 6 computers as written in the grant, with a small amount of funds pulled from the technology budget to supplement. Hilary motioned to approve computer purchase using ARPA grant funds and tech budget funds. Jess 2nd. Motion carried.

Review Safety and Emergency Policies and Procedures: The library does not have a Safety and Emergency Policy. Samples will be reviewed and a policy written. Existing Fire Policy reviewed. Lorrie motioned to accept Fire Policy. Hilary second. Discussion - addition suggested:

“G. The library will hold one annual training fire drill.” Hilary motioned to approve that addition. Jess second. Addition approved. Jess made a motion to accept the fire policy with revisions as noted. Hilary 2nd. Policy accepted with revision.

Review Governance Policies: Read and discussed this policy. Some slight changes were made. Bryn will submit updated policy for review and approval at next meeting.

Discussion about standing meeting schedule - 6:30 on the last Thursday of each month unless otherwise rescheduled to achieve quorum. Next meeting set for June 23rd at 6:30pm.

Hilary motioned to adjourn, Lorrie seconded. Meeting adjourned at: 7:55 p.m.

Respectfully submitted by Lorrie Mawhinney