

Cobleigh Public Library Trustees' Meeting

Date: October 31, 2022 **Time:** 5:00 p.m. [Called to order at 5:05]

Attending: Bryn Hoffman, Jessica Simpson, Paula Pearce, Lorrie Mawhinney

Adjustments to Agenda: None suggested

Minutes: Jess made a motion to approve minutes, Paula seconded. Motion was approved.

Treasurer's Report:

- + Paula will contact Edward Jones to find out options to best manage investments in light recent losses funds have suffered
- + Looking at information for creating budget for next year
- + November meeting will include proposed budget

Librarian's Report:

AARPA Grant

In spite of backorders and production delays, Bryn was able to use nearly the full allotment of \$5,384.87. The Library will owe \$212 back to the grant fund as that amount was not fully spent down.

Volunteer supervision

In response to a situation that was brought to Bryn's attention, library staff will be:

- + Coordinating intentional supervision of volunteers
- + Increasing communication about volunteer activities

Disruptive Patron

Recently there was an incident that required calling local police. An individual was creating a significant disruption, and behavior escalated when Bryn spoke to the individual. Chief Harris was able to come and the person left without further incident.

KT Grant

The library has been awarded a grant from Kingdom Trails to fund a shed to store ebikes & the book bike!

- + Jess can store the book bike until spring
- + Bryn will complete steps to obtain required permissions/permits from the town
- + The town was awarded a partial grant to fund ebikes that will be available for loan through the library

Update from the Friends of Cobleigh Library

No current update as they will be meeting later this week.

Old Business:

Strategic Planning webinars

- + Liinks were shared out to trustees. Bryn was able to attend the first session, which was informative. The sessions are recorded so trustees can attend asynchronously

New Business:

SIP 2

Cobleigh will need to update to the SIP2 internet protocol in order to share ebooks and audiobooks via the PALACE project. The PALACE app will house all of the other lending

entities (Overdrive, Libby, GMLC, etc) and show what is available through the library (physical book, audio book, ebook, etc). As the library will be switching to KOHA in spring, Bryn will navigate the move into SIP 2 once information has migrated to the new system.

Extra Hours for Custodian

Bryn requested consideration to add 4 hrs/month for our Custodian to run a popular program. Discussion about how those hours would be funded (as librarian staff rather than custodian); discussion about ensuring supervision as we would for a volunteer. Lorrie motioned to approve the addition of 4 hours/month for the Custodian to run a program for the library provided that Bryn has it in her budget to do so. Jess seconded. Motion carried.

Annual appeal letter

David Martin wrote a draft for us, and Bryn will add a bit of info about the library offerings. The final draft will be presented to the Trustees for approval, then will be sent out to our donors.

Meeting adjourned at 6:00 p.m.

Respectfully submitted by Lorrie Mawhinney