

**Board of Trustees**

**Hollis Social Library**

**May 13, 2024**

**Library Meeting Room, 7:00 pm**

Trustees present: Sarah Booth, Merle Carrus, Tom Jagatic, Amy Kellner, Jonie LaBombard, Laurel Lang, Jennifer Squires

Also present: Tanya Griffith, Library Director

1. The meeting was called to order at 7:01.

2. Public Input

The meeting was opened for public comment at 7:01 pm. There was none.

2. Secretary’s Report – Laurel Lang

The minutes of the April 8, 2024, meeting were accepted with the typo corrected.

3. Treasurer’s Report – Sarah Booth

The April check from the town was lost in the mail but we have received its replacement. All other spending is on track.

<b>Motion</b>	To accept the Treasurer’s Report as submitted.		
<b>Moved by</b>	Merle Carrus	<b>Seconded by</b>	Laurel Lang
<b>Vote</b>	Unanimous		

4. Library Director’s Report -

Many thanks to the Friends of the Library for their continuing support of the Summer Reading Programs. The Friends also donated 4 new discovery kits as well as the containers in which the library circulates them. The 4 kits are: Power Tiles Circuit Kit, Snap-Together Letter Blocks Kit, Remote-Control Gear Bot Kit, and Young Scientist Microscope Kit.

<b>Motion</b>	To accept the following donations: \$378.89 from the Friends, 50.00 from Jill Kaufman (General Donation), \$3,155 from the Friends for Kids Summer Reading, \$3,155 from the Friends for YA Summer Reading.		
<b>Moved by</b>	Tom Jagatic	<b>Seconded by</b>	Jennifer Squires
<b>Vote</b>	Unanimous		

5. The repairs to the front steps and the basement are finished. The Overdrive password change process went smoothly.

6. Tanya got three estimates from financial consultants to help with the library’s transition to QuickBooks Online and to review our financial procedures.

<b>Motion</b>	To authorize Tanya Griffith to enter into a contract with Maureen Miller to help with the library’s transition to QuickBooks Online and to review the library’s financial procedures, to be funded with up to \$1500 from the Gifts and Donations Reserves.		
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<b>Moved by</b>	Sarah Booth	<b>Seconded by</b>	Laurel Lang
<b>Vote</b>	Unanimous		

7. Tanya will be revamping several job descriptions to be in compliance with the US Department of Labor requirements for salaried employees.

8.

<b>Motion</b>	To approve the updated job description for Library Page.		
<b>Moved by</b>	Merle Carrus	<b>Seconded by</b>	Sarah Booth
<b>Vote</b>	Unanimous		

9.

<b>Motion</b>	To approve holding the monthly meeting of the trustees on the second Monday of the month.		
<b>Moved by</b>	Sarah Booth	<b>Seconded by</b>	Tom Jagatic
<b>Vote</b>	Unanimous		

10. The trustees reviewed and signed the Trustees Code of Ethics.

11. The trustees reviewed the Board of Trustees Bylaws.

12.

<b>Motion</b>	To approve the committee assignments as distributed.		
<b>Moved by</b>	Laurel Lang	<b>Seconded by</b>	Jennifer Squires
<b>Vote</b>	Unanimous		

13.

<b>Motion</b>	To use \$300 from the Gialamas donation towards the program "Professor Bugman Insect Safari".		
<b>Moved by</b>	Merle Carrus	<b>Seconded by</b>	Laurel Lang
<b>Vote</b>	Unanimous		

14.

<b>Motion</b>	To approve the expenditure of \$470 from Reserves for the purchase of bookcases and easels.		
<b>Moved by</b>	Laurel Lang	<b>Seconded by</b>	Tom Jagatic
<b>Vote</b>	Unanimous		

15. Tanya will not be able to staff the library tent at Old Home Day this year.

16. The Summer Reading Programs will be June 17 – August 10.

17.

<b>Motion</b>	To adjourn the meeting at 8:13 pm.		
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<b>Moved by</b>	Merle Carrus	<b>Seconded by</b>	Sarah Booth
<b>Vote</b>	Unanimous		

Respectfully submitted,

Jonie LaBombard

Secretary