

**Alexander Findley Community Library  
Board of Trustee Minutes  
November 28th, 2022**

**Call to Order** – Called to order at 6:36 pm. Present at Meeting: Cala, Judy, Dan, Andrew, Nancy, Karen, and Ashley. Mary and Paul called into meeting.

**Minutes** – Andy moved to accept minutes and Ashley 2<sup>nd</sup>.

**Treasurers Report** – Reviewed craft fair spreadsheet. Paul paid audit bill for Workers Comp and transferred money from savings account to checking account.

**Correspondence** – None

**Strategic Plan – Goals are ongoing.**

**Goal 1 – Implement Industry Standards & Best Practices for Library Services. Leaders: Dan/ Cala**

**Goal 2- Offer Creative Programming and Services to Meet Community Needs. Leaders: Karen/Cala/Michelle**

**Goal 3- Ensure Staff and Volunteers are Adequately trained & supported. Leaders: Mary/Karen/Cala**

**Goal 4- Strengthen the Library Through Outreach & Communication Efforts. Leaders: Nancy/ Ashley/Andy/Cala**

**Goal 5- Ensure Organizational Sustainability. Leaders: Paul/Nancy/Cala**

**Old Business - Jan Dekoff Trustee Training Requirement** – In January 2023 new training req's go into effect. Cala did pass out links to trainings at previous meeting. January we will need to do sexual harassment training and conflict of interest training. **Volunteer Recruitment** – No new news. **New Recording, photography, and collection development templates Policies** – no new news. **Butterfly Garden Update**- Cala in talks with Triple E for a sign. **Trunk or Treat** – Mary enjoyed it. It was a fun event. **Fall Craft Show Follow Up** - Paul's cash report reviewed. Thank you notes sent out. Vendors are aware of price increase. Article was written on Post Journal and Corry Journal.

**New Business – Annual Letter** – Targeting the end of November for it to be mailed. Addresses are printing out with issues where names are getting cut off. Letter will need to be finalized. Mary suggests having Judy review the Grammar. Judy is correcting and will get to Andy to get finalized and sent to Cala to print. Envelopes will need addressed and stamped. The board looks to meet Monday December 5<sup>th</sup> at 6 O'clock to finish envelopes. Donation cards should be on card stock. **Soup Luncheon**- Will pass this year and keep on the back burner for the future. **Trustee Holiday Gathering**- Will be on the January agenda. **Vote on Budget** – We received \$20,000 from the town. The overall Income and Expenses will show at \$51,100. Budget was voted on approved. **New Updated Contact w/ correct years for terms**- was completed and Cala made copies.

**President's Report**- No Presidents report.

**Library Managers' Report** – Cala almost done spending the monies from the FL Comm Foundation. A lot of vendors are wanting to get on board with the Craft Fair. Opening the possibility for new vendors.

Prizes might need to be drawn earlier. Got all 6 of the psychology books ordered to fill our collection for our 2022 pledge. Cala was able to reach leftover ARPA Grant money through CCLS to extend our Northstar, so we will only be billed \$35 dollars. Cala would like to offer basic computer classes. Cala would like to work with Community Connections. **Goals:** Finish spending Grant Money. Continue to catalog.

**Meeting adjourned at 7:43PM. Dan motions to end the meeting and Andy 2nd. Next Board Meeting is January 23rd, 2023 at 6:30pm.**