

**Alexander Findley Community Library
Board of Trustee Minutes
July 24th, 2023**

Call to Order – Called to order at 6:42 pm. Present at Meeting: Dan, Mary, Paul, Karen, Andy, Cala, Annette, Shari, and Tony.

Minutes – Paul approved the June minutes and Nancy 2nd.

Treasurers Report – Report passed around to the board. Annual letter is at \$7,815 for 2023. Flares profited \$1,523.80.

Correspondence- Thank you sent to Chuck Schneider.

Strategic Plan – Goals are ongoing. Review in July Meeting.

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: Cala

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

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

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

Old Business – Summer Reading Program- 17 Kids and 30 adults have signed up for SRP. Story walks are continuing and changing. **Flares**- Successful. Only 41 Flares left.

New Business – Review Strategic Plan- Cala will review and trim as needed. – **Need to review and update some of our policies**- Computer, Internet, and Wireless Policy, Credit Card Policy, Material Selection Policy, Purchasing Policy. Policies have come from the library system and Cala reviewed and edited to our Libraries needs. Board approved the Computer, Internet, and Wireless Policy. Credit Card policy approved by the board. Material Selection Policy approved by the board. Petty Cash Policy is not needed for our library. Purchasing Policy will be revised for next meeting. **Collection Management Policy** – Board approves the wording of “residing in the area of service” for Request for Re-evaluation. Record retention for the Collection Management Policy, the board approves record retention for 2 years. The person served by the library must be the request maker. Collection Management Policy will be updated and approved later. **Approval of New Trustees**- Shari Millspaw, Tony Keim, Annette Tang. **Prepare for Harvest Fest Book Sale**- \$5 dollars a bag. Shifts will need to be chosen at the next meeting. Book sale will be Sept 1st, 2nd, and 3rd.

President’s Report- N/A

Library Managers’ Report – New Laptop is in. Still waiting for Mike from system for Wifi. Jan came in and reviewed some library policies. SRP going strong. Cala hoping to work with Fire Dept on something educational. Goals, finish SRP strong and start work on website. Libby budget will need to be updated as our share is increasing.

Other Business/Adjournment –

Meeting adjourned at 8:25pm Paul motioned to adjourn the meeting and Andy 2nd. Next Board Meeting is August 28th, 2023 at 6:30PM