

**LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING  
September 19, 2023  
Community Room  
6:30 PM  
MINUTES**

1. Meeting Call to Order at 6:30

Peg Higgins, Ward 1  
Candy Bailey, Ward 3  
Kathy Noble, Ward 4  
Pam Hubbard, Ward 5  
Bruce Jolin, Ward 6  
Nat Goodspeed, City Manager's Designee  
Marie LeJeune, Library Director  
Katherine Parker-Wright, Patron Services Supervisor

Not present  
Samantha Gee, Ward 2

2. Acceptance of the Minutes of the June 20, 2023 Regular Meeting

PamH motioned to accept, NG2  
Minutes were accepted unanimously.

3. Treasurer's Report

The budget is where it should be at this point of the year.

4. Friends of the Library Report

The Friends last met in August. The President could not make the September meeting, so it was postponed until October.

Marie did request money for chairs and rugs for the Café and Teen sections. They are planning on participating in the Festival of Trees again this year with raffle baskets.

5. Communications from the Library Director

a. Summer Reading Programs  
314 children signed up, 223 were active  
56 teens signed up, 50 were active  
157 adults signed up, 105 were active

b. Koha/ByWater Solutions

ByWater Solutions will be helping with the transition to Koha and then they will be the hosts. The contract has been signed. The library will be closing

early to discuss how the library will go forward from cataloging to circulation. The start date is April 15<sup>th</sup>, 2024. Staff will be trained on this.

- c. Building and Grounds Security  
The Police have been patrolling the area more frequently lately.
- d. Cybersecurity Training  
This will be done on a regular basis.

6. Old Business  
No old business

7. New Business

a. Library Closures

- i. Veteran's Day – the City is closed on Friday November 10<sup>th</sup>. Marie is requesting that the library be closed on Friday and Saturday, since the actual holiday falls on Saturday.
- ii. Staff Development Day on Thursday, December 7<sup>th</sup>, 2023
- iii. It is requested the Saturday before Christmas, December 23<sup>rd</sup>, 2023 that the library be closed.

PegH motioned to approve these dates, PamH2.  
Motioned passed unanimously.

b. Policy Updates

- i. Exhibit and Display
- ii. Meeting Room Policy
- iii. Bulletin Board Policy
- iv. Patron Conduct and Use

These Policies were discussed and PegH motioned to accept the Meeting Room and Exhibit and Display policies, PamH2.

These were unanimously accepted.

The Bulletin Board Policy and Patron Conduct and Use policies will be discussed further next month at the October meeting.

8. Other

New shades were placed in the Community Room.  
Jody, Katherine, and Abbi discussed the creation of the Library of Things which will be put in place in the future.

9. Adjourn

Meeting adjourned at 7:56 PM, CB motioned to adjourn and PamH2.

Next meeting will be held October 17, 2023 in the Community Room