

# Sherrill-Kenwood Free Library Board of Trustees Meeting Minutes

February 13, 2023 @ 5pm

## Call Meeting to Order / Roll Call / Acceptance of Agenda

- Meeting called to order at 5:03pm
- Board Members present: Lauren MacDonald- President, Daryk Macrina- Vice President, Rachel Sayles- Secretary; Cathi Brewer, Katie Falkenmeyer, Mary Lou Sayles, Jolene Vanderhoof
- Others present: Bill Loveland- Library Director
- Move to Accept Agenda made by Mary Lou Sayles, Second by Daryk Macrina

## Review and Approval of Meeting Minutes

- Motion to accept January Meeting Minutes made by Jolene Vanderhoof, second by Cathi Brewer

## Public Comment

- None.

## Friends of the Library Report

- Nancy Carroll not in attendance.

## Treasurer's Report

- Discussion- Gustafson & Wargo created Jan report, discussed breakdown and changes made to organization of report
- Accept January's treasurer's report- motion made by Daryk Macrina, second by Mary Lou Sayles
- Motion to approve December Amended Report made by Rachel Sayles, second by Jolene Vanderhoof

## Committee Reports

- Buildings and Grounds:
  - Committee Charter presentation- Discussed, outlined goals
  - Motion to approve made by Mary Lou Sayles, second by Jolene Vanderhoof
- Policy Committee:
  - First Reading of Circulation Policy
    - Discussion, some edits, becoming fine free
  - First Reading of Records Retention and Removal Policy
    - Discussion
  - Motion to approve Patron Complaints and Problematic Patrons (SKFL Incident Report Form)
    - Motion to approve made by Cathi Brewer, second by Jolene Vanderhoof
  - Motion to approve Unattended Child Policy
    - Motion to approve made by Rachel Sayles, second by Katie Faulkenmeyer

- Motion to approve Patron Code of Conduct
  - Motion to approve made by Lauren MacDonald, second by Daryk Macrina
- Motion to approve Disclosure of User Services Policy
  - Motion to approve made by Mary Lou Sayles, second by Jolene Vanderhoof

## Director's Report

- Discussion- New hours: opening (10am), changes in April for staying open until 7pm on Monday/Tuesdays as well. New hire discussion. Possible Dolly Parton's Imagination Library for VVS community

## Unfinished Business

- Sexual Harassment Trainings have been completed for all Board Members
- Professional Development meeting in March for all board members.
- Remaining Meeting Dates for 2023
  - Tuesday, April 18
  - Tuesday, May 16
  - Tuesday, June 20
  - Tuesday, August 1
  - Tuesday, September 19
  - Tuesday, October 17
  - Tuesday, December 5

## New Business

- Annual Report- discussion, some edits.
  - Motion to approve made by Daryk Macrina, second made by Jolene Vanderhoof
- Community Annual Report- discussion, edits made.
  - Motion to approve made by Katie Faulkenmeyer, second made by Jolene Vanderhoof

## Executive Session

- Not needed.

## Adjournment

- Motion to adjourn the meeting made by Daryk Macrina, second by Mary Lou Sayles
- 6:11pm

Next meeting: April 18, 2023 @ 5:00 pm