Albion Public Library Board of Trustees
Minutes for August 13, 2024

Call to Order and Roll Call
Meeting called to order at 6:01 p.m. on Tuesday, August 13, 2024.

Librarian and Trustees present were as follows – Roxanna Behnke, Dianne Berger, Melissa Felling, Sydney Gracyalny, Terry Harper, Samantha McDaniel, and Trevor Ward.

Absent members – Shelby Harris, Rod Minatra, and Will Swardstrom.

Quorum
Legal Quorum Present – the presence of six (6) Trustees did constitute a legal quorum for discussing and transacting library business.

Reading of Secretary's report and Approval of the Minutes
Sydney Gracyalny made a motion to approve the minutes from the May meeting, Dianne Berger seconded the motion. Motion passed unanimously.

Approval of the Treasurer's Report
A summary of the library's accounts were provided by treasurer Trevor Ward.

> Checking - $90,111.68
> Savings - $8002.71
> CDs - $11,877.46 + $14,740.55 + 5,802.55 = $32,420.56.
> Total assets - $130,534.95

Terry Harper made a motion to approve the treasurer's report, Samantha McDaniel seconded the motion. Motion passed unanimously.

Librarian's Report/Communications
- Rod Minatra and his grandson power washed the porch on 6/12 after the meeting.
- Story hour this summer went well overall. Had more signed up than who showed up.
- 40 kids finished the summer reading challenge.
- Wee Reads story hour starts the Wednesday after Labor Day for ages 0-4 years old.

Unfinished Business
1. Discussed ordering a *My Little Library* for the city park. Sydney to present costs and additional information to next meeting.

<u>New Business</u>

1. Duplicate bar codes – Heartland consortium (2 years ago) has required libraries to put bar codes on the outside of books. Will take extra time to get this task done and extra wages, most likely for Valerie Murbarger. Putting the codes on the outside of books will help the interlibrary loans be more efficient. No vote needed as it is a requirement from Heartland.

2. Inventory – Books at the library have never been inventoried as far as Roxanna knows. Discussed efficient ways to do inventory, which may include buying a laptop or a tablet and putting Polaris on it. Roxanna to look into Lazerware first and get recommendations, estimates for costs and additional information.

<u>Adjournment</u>

Sydney Gracyalny made a motion to adjourn the meeting, Trevor Ward seconded the motion. Motion passed unanimously. The meeting was adjourned at 6:22 p.m.

Minutes recorded and submitted by Samantha McDaniel