

**Albion Public Library Board of Trustees**  
**Minutes for September 10, 2024**

Call to Order and Roll Call

Meeting called to order at 6:02 p.m. on Tuesday, September 10, 2024.

Librarian and Trustees present were as follows – Roxanna Behnke, Dianne Berger, Melissa Felling, Terry Harper, Shelby Harris, Samantha McDaniel, Trevor Ward, and Will Swardstrom.

Absent members – Sydney Gracyalny and Rod Minatra.

Quorum

Legal Quorum Present – the presence of seven (7) Trustees did constitute a legal quorum for discussing and transacting library business.

Reading of Secretary's Report and Approval of the Minutes

Shelby Harris 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 - \$81,322.60

Savings - \$8,002.71

CDs - \$11,877.46 + \$14,740.55 + \$5,802.55 = \$32,420.56

Total assets - \$121,745.87

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

Librarian's Report/Communications

- Wee Reads story hour started last week, had 3 kids. Nothing else to report.

New Business

1. Purchase Little Free Library – Dianne Berger made a motion to purchase the Little Free Library presented at the meeting that will be put at the city park. Shelby Harris seconded the motion. Motion passed unanimously.

## Old Business

1. Duplicate bar codes – this process needs to be done by October 1<sup>st</sup>. All three employees have been diligent at working on this project and it should be done by the deadline.
2. Inventory (laptop) – Roxanna Behnke presented a laptop with a wireless scanner that are recommended by Lazerware to work on inventory. It's a Lenovo 16", which a 3 year warranty, wireless scan, Windows 11 pro and includes a download of the Polaris program. Will Swardstrom made a motion to purchase the laptop and scanner as presented. Samantha McDaniel seconded the motion. Motion passed unanimously.

## Adjournment

Samantha McDaniel made a motion to adjourn the meeting, Trevor Ward seconded the motion. Motion passed unanimously. The meeting was adjourned at 6:16 p.m.

Minutes recorded and submitted by  
Samantha McDaniel