

Centralia Public Library
Board meeting minutes
June 9th, 2022

Trustees Present: Angie Taylor, Catherine Simmons, Katherine Butrum, Melissa Maxwell, Linda Luke & Suzanne Long.

Trustees Absent: Alan Baca & Larry Dorman

Others in Attendance: Director Amy Hopkins

Vice President Luke called the meeting to order at 6:10 p.m.

Public Comments: N/A

City Information Report: N/A

Minutes: April & May minutes could not be approved due to lack of quorum.

Treasurer's Report: Trustee Simmons made a motion to approve the May Treasurer's report, Trustee Taylor seconded. All in favor, motion carried.

New Business:

- A. **Policy update - 1st reading - Appropriate Use of the Library document.** Director Hopkins will be adding a statement about retail sales & promotions on Library property.
- B. **New Board member** recommendation will be sent to Mayor Cox's office for appointment to fill out the vacancy left by Amber Brown.
- C. **Board member reappointments** will be sent to Mayor Cox's office: Angie Taylor, Larry Dorman and Catherine Simmons have all agreed to another 3-year Board of Trustee term.

Old Business:

- A. **Parking lot / pavilion update:**
 - a. **Double D Lawncare** will be painting curbs and entrances that were not taken care of during the parking lot project. Projected paint cost is \$250-300, labor will be extra.
 - b. **Jennings & Sons** are waiting on the City to handle some electrical issues before continuing on the sidewalk project. The front concrete pad replacement will proceed when the sidewalk project is complete.
 - c. **Green Innovation & Enhancements, LLC** has submitted an estimate to expand our camera system (2 exterior & 2 interior cameras, parts & labor). Trustee Taylor made a motion to accept the estimate of **\$1,846.80** to expand the camera system, Trustee Butrum seconded. All in favor, motion carried.

- d. A trash can will be purchased to place in the new pavilion on library property. It will be emptied by staff when necessary.

President's Report:

N/A

Director's Report:

- Director Hopkins informed the Board that a patron ripped the bumper off of his car on one of the front drop box bollards. We are very thankful that no one was hurt, including our drop box.
- Hotspot lending policy will be updated to extend loan periods from 2 weeks to 30 days. There will also be a small collection of devices set aside for short-term lending. Director Hopkins will have the policy updates ready to read through at the July meeting. We are still waiting on the approval of our ECF funding request. If approved, we will be expanding our collection to include another 50 long-term hotspot devices.
- Our yearly fiscal audit for FY 21-22 will be completed after the Summer Reading program is completed, our goal is late August.
- Final report for our latest Tech Mini-grant is due on June 30th.
- A Ribbon-cutting will be held at the new pavilion on library property on **Sunday, July 31st at 2 p.m.** to celebrate the completion of our parking lot expansion and pavilion for the community. We will also be having our annual Harry Potter Birthday party / end of Summer Reading program celebration on the same day from 1-4 p.m.

Trustee Simmons made a motion for the meeting to adjourn, Trustee Maxwell seconded it. All in favor, motion passed. The meeting was adjourned at 7:05 p.m.

The next regularly scheduled meeting will be held on July 14th at 6:15 p.m., at the Centralia Public Library.

Respectfully submitted,

Katherine Butrum,
Board Secretary