

**Centralia Public Library
Meeting Minutes
March 14th, 2024**

Trustees Present: Alan Baca, Suzanne Long, Catherine Simmons & Linda Luke

Trustees Absent: Katherine Butrum, Felicia Beckmann, Kristin Adams-Vargas, Angie Taylor & Melissa Maxwell

Others in Attendance: Director Amy Hopkins & Sarah McLean, staff member

President Baca called the meeting to order at 6:25 p.m.

Public Comments: Sarah McLean (staff member) talked about using Mailchimp for the new library newsletter. Trustee Luke uses Mailchimp and will help her with setting up features on the free version. Sarah also plans to develop a closer relationship and explore partnering opportunities with Reclaimed Book & Bean and the Centralia Chamber of Commerce.

City Information Report: none.

Minutes: February minutes were looked at but could not be approved due to lack of quorum.

Treasurer's Report: The February Treasurer's report was reviewed and discussed but could not be approved due to lack of quorum

Old Business:

- A. Policy changes for FY 2024-2025 were tabled to the next scheduled BOT meeting due to lack of a quorum.
- B. Budget changes for FY 2024-2025 were tabled to the next scheduled BOT meeting due to lack of a quorum. Final changes were discussed.

Highlights:

- Staff hourly & Accrued benefits: +\$19,100
- Material budgets (Ad.fiction, eBooks, children's books, and hotspots): +\$8,000
- Programming budgets (Adults, SRP, Storytime): +\$1,500
- Operating budgets (custodial, postage, equip/maint, technical services): +\$1,250
- Audit/legal - moving to a financial review instead of full audit will reduce this budget by \$1,500.

New Business:

- A. N/A

Director's Report:

- Circulation report for February was discussed.
- Grant updates:
 - SRP is underway, interim report is due May 1st.
 - Author visit was rescheduled to March 22nd, from March 8th. All times and event content will remain the same. (Educational presenter grant)
 - 2023 Tech ladder grant (long-term hotspots & AWE machines) Final report is due April 30th, all funds have been spent, need to finish the report and submit the final payment request.
 - 2024 Tech ladder grant (network server, Win11 desktops, long-term hotspots) application is due on April 1st.
- Smokey Bear reading challenge - will coincide with the SRP program, created by the USDA & US Forest Service for Smokey's 80th birthday. For children 4-10 yrs old, but the library has purchased fire safety books for all areas of the library.
- Sunday patron traffic has remained high with 462 patrons visiting in the last 6-mo period. Average of 18 per day.
- The Growing Readers program's first meeting had great attendance with 12 parents and 11 children. This early literacy based program takes place on the first Wednesday of each month at 9 am.
- Second Wednesday of each month we will be partnering with Book & Bean for a "Coffee & Chat" for caregivers during the 10 am story time.

President's Report: None.

Closed Session: N/A

President Baca called for motions to adjourn the meeting at 7:05 pm. Trustee Simmons made a motion to adjourn, Trustee Luke seconded, motion carried. Meeting was adjourned.

The next regularly scheduled meeting will be at the Centralia Public Library on April 11th, 2024 at 6:15 pm.

Submitted by
Amy Hopkins, CPL director