

RED CABOOSE LIBRARY BOARD REGULAR MEETING MINUTES December 1, 2022

BOARD MEMBERS PRESENT: Linda Klopf, Gloria Kelly, Wendy Yager, and Valerie Conaty

BOARD MEMBERS ABSENT: None.

OTHERS PRESENT: Councilwoman Barbara Maurer

The meeting was called to order by Linda Klopf on Thursday, December 1, 2022 at 2:03pm in the Small Meeting Room of the River Bend Community Building with a quorum present.

- I. **Approval of 11/3/22 Minutes:** The minutes were distributed and reviewed. A motion to accept the minutes as presented was made by Board Member Wendy Yager and seconded by Board Member Gloria Kelly. The motion passed unanimously.

- II. **Library Communications:**
 - a. Parks and Rec:
 - i. Liaison Report

Susan Martinelli attended the Parks and Rec meeting since Wendy was not available.

The Christmas tree lighting is planned for 2 December.

- b. Town Council:
 - i. Review of Town Council Meeting and Work Session

Barbara had nothing to report.

- ii. Elections Update

There is already talk about new assignments (including liaisons) once the new Council is appointed on the 15th of January.

- III. **General Library Operations:**
 - a. Volunteers

The library is getting a new volunteer. Waiting for orientation to be done.

Ellen Serra has agreed to become a member of the library board. Our meetings are being changed to the 2nd Thursday of the month at 2:00, so that all members can attend.

b. Patrons List

No new patrons have been added.

c. Inventory Status

Gloria Plans to be done with the inventory by the end of the year (the children's section may not be done by that time). Gloria suggested Linda remove the cards from the back of the books that are being removed from inventory, so she can make updates to the list. Books are also planned to be added to the inventory. Linda plans to have old books pulled from the shelves and new books added by the end of the year. A physical inventory will probably be done in January. Linda suggested we start tracking volunteer hours spent on meetings, events, planning, library shifts, and inventory to clarify how much time is spent on library activities.

d. Library Hours Addition

Wendy stated it is getting hard to support the Tuesday evening hours. A decision needs to be made on whether the evening hours will continue. The people who started this will be asked if they are interested in continuing and Wendy will let Linda know the outcome in a couple of weeks. Linda will also talk to the new volunteer to see if there is interest in the evening shift. Linda said the new schedule will be put out within the next couple of weeks. Valerie will assume the task of maintaining the volunteer list and volunteer schedule.

IV. Children's Programs:

a. Christmas Book Gifts

Mrs. Claus will pass out wrapped books from the library. A table will be set-up for the books.

b. Program Status

A meeting to discuss children's programs was conducted on November 17th.

Ellen Nettles will be in charge of the Children's programs. She has a good relationship with the librarian at Ben Quinn and is meeting with her soon to determine how she may be able to help us. We will reach out to Susan Martinelli and Karen Brown to see if they will continue to assist. May re-schedule some events that were not well attended in the past. Event materials will be given to Ellen instead of giving it away.

V. New Endeavors/Fundraising

a. Author Program: Jo Anna Kloster on November 15, 2022

Although well-advertised, the program could have been better attended. Those who participated thoroughly enjoyed Jo Anna's presentation. Wendy will send the pictures she took to Linda.

b. Publicity/General Library Promotion

There appears to be a problem with getting information out about library programs and the library in general. There are a lot of people in River Bend who do not use social media and are not connected to the internet. The River Bend newsletter is sent out via email, but it doesn't appear people read it and some do not have access. Local newspaper information is poor in this area.

VI. Financial: October report was provided.

VII. New Business: Christmas Cards for the Volunteers have been prepared. Once Gloria makes updates to the enclosure, they will be delivered.

A volunteer luncheon is planned for January. The possible dates are either the 11th or the 18th depending on room availability. Wendy and Gloria volunteered to bring soup. Valerie will bring brownies. Linda will provide paper plates, silverware, dessert, bottled water, and a bread item. It was discussed that tea, coffee, and lemonade will be served. Wendy and Gloria will bring their Keurigs. There is not a budget for the luncheon. Items will be donated, but reimbursements can be obtained for contributions as necessary.

The possibility of having a sweet sale was discussed. Discussed making Valentine cards to sell. Can talk more about this at the luncheon. Books may also be made available for sale (related to romance).

VIII. Visitor Comments: None.

IX. Adjournment: Motion to adjourn was made by Board Member Linda Klopf and seconded by Board Member Gloria Kelly. Motion passed unanimously and the meeting was adjourned at 3:50 pm.

Respectfully submitted by:


Valerie Conaty, Secretary