

RED CABOOSE LIBRARY BOARD MEETING MINUTES

June 8, 2023

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

BOARD MEMBERS ABSENT: None

OTHERS PRESENT: Delane Jackson (Town Manager), Brian Leonard (Town Council Member), Barbara Maurer (Town Council Member)

The meeting was called to order by Linda Klopf on Wednesday, June 8, 2023 at 1:02 pm in the Small Meeting Room of the River Bend Community Building with a quorum present.

- I. **Approval of 5/17/23 Minutes:** The board meeting minutes were distributed and reviewed. A motion to accept the minutes as presented was made by Board Member Gloria Kelly and seconded by Board Member Wendy Yager. Motion passed unanimously.

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

Wendy attended the Parks and Rec meeting and stated there are three new member applications awaiting approval. There was discussion about renovating several River Bend parks. The Light the Night event which recognized mental health month was very successful. Future events planned include a Red Cross Blood Drive and a Community Event in the fall. Wendy reminded Linda we need to fill out a form to participate in the 4th of July parade.

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

The draft contract for the library was proposed at the 11 May Work Session and today Delane, Brian, and Barbara are in attendance to answer questions.

- ii. **Library Funding: Proposed Contract**

The first question asked was “why” a contract is being proposed. Councilman Leonard said the Council wants to help the library financially and this is the best way to do it within laws, regulations, etc. The only intent of this contract is to give us money, primarily to pay the rent. It may lead to a future, more stable solution, however nothing is permanent.

The funding will be paid on a monthly basis (after invoiced) and is only available if the contract is signed.

There is a possibility the old PW building may be made available to us in the future. A portable classroom may be possible using money related to the PW grant, if received.

Councilman Leonard stated the proposed contract is meant to bridge the gap until a better option can be found in the future. Delane stated the library "entity" does not need to be a Limited Liability Company (LLC), but should be looked into. It is possible that the attorney who reviewed the contract may give us a break on legal fees related to applying to become an LLC if we choose to go there. Barbara also knows an attorney who may be able to assist us at a reduced cost.

Delane stated the contract is month to month and can be cancelled at any time by either party.

The positives of having a contract:

- Funding
- Retention of library autonomy
- Can solicit sponsorships from local businesses and fundraising venues

Gloria made a motion to accept the contract as written and Wendy seconded the motion. Wendy, Linda, and Ellen agreed and Valerie abstained.

Gloria made a motion that the board should research the possibility of becoming an LLC, if contract is put into place. Linda seconded the motion and it passed unanimously.

Linda will notify the Town Manager and all Council members of the decision. The contract requires two signatures. A motion was made by Linda to have the Coordinator (currently Linda) and the Treasurer (currently Gloria) as the signatories. The motion was seconded by Wendy and passed unanimously.

III. General Library Operations:

a. Patrons List

Wendy updated the patrons list and printed a copy for Linda. This will be done two times per year to ensure there is an updated, printed list available.

b. Book/Tech Mobile

The April book/tech mobile didn't have as many patrons as the past couple of months due to rain. At the end of the year, Linda will ask Victoria if she can provide participation numbers.

Once a date is determined for Parks and Rec Community Day Picnic, Linda will ask Victoria about the Book/Tech Mobile participating.

c. Inventory Status

A full physical inventory is planned for August.

Linda will see if Kristie can give us a count of how many hits there are on the inventory page.

i. New Fiction/Non Fiction Added

All the Fiction and Non-Fiction books have been added to inventory. When Gloria is done with the latest input, Linda will shelve the books. It was decided new books will be put out three times a year and the inventory also will be updated at that time (January, May, and September).

ii. Children's Books Added

Ellen agreed to also put new children's books out three times a year along with an updated inventory.

IV. Financial Report: Gloria provided copies of the May 2023 Financial Report.

V. New Endeavors/Fundraising

a. Murder Mystery Night QA

\$979 was raised from the Murder Mystery Night event. Consensus was that we would be willing to do this again as it was very successful, but not in the near future. Discussed hanging an advertising banner on the marquee at the library building due to Town time constraints on the Shoreline Drive town banners.

b. Volunteer Luncheon

Luncheon is on Saturday (10 June) at 11:00. Linda provided our count (23) to Delane.

c. 4th of July Parade

Ellen will ask her husband about borrowing the truck (or a float). May use the Murder Mystery banner as a decoration along with posters and American flags. Two additional posters need to be ordered. 200 bookmarks with Smarties attached will be made to distribute. Plans need to be finalized within the next couple of weeks.

VI. Visitor Comments:

None (The library contract discussion was addressed as an agenda item).

VII. Adjournment: Motion to adjourn was made by Board Member Linda Klopf and seconded by Wendy Yager. Motion passed unanimously and the meeting was adjourned at 3:04 pm.

Respectfully submitted by:

Linda C Klopf

Date: 7/13/2023

