Kennedy Free Library Board of Trustees Meeting

Date: January 16, 2024

Called to Order: 5:43 pm

Adjourned: 6:56pm

Present: (highlighted)

|  |  |  |
| --- | --- | --- |
| Dawn Swanson | Cody Whitton | Michelle Swanson |
| Kevin Honey | Alicia Lindquist | Cindy Crone |
| Shannon Fischer | Steve Kimball | Kathleen Johnson |
| Steve Wallace |  |  |

Also present: Shannon Gilevski

1. Re-Organization
   1. Elected Cindy Crone to Barb Czerniak’s seat. Seat expires January 2028.
   2. Elected Steve Wallace to Sue Abbey’s seat. Seat expires January 2029.
   3. Re-elected Alicia Lindquist, Shannon Fischer, Kathleen Johnson, Kevin Honey, and Michelle Swanson. Seats expire in January 2029.
   4. Elected 2024 Officers:
      1. President: Cody Whitton
      2. Vice President: Michelle Swanson
      3. Treasurer: Kevin Honey
      4. Secretary: Alicia Lindquist
   5. Elected members to committees:
      1. Policy: Dawn Swanson, Shannon Fischer, Michelle Swanson
      2. Grants: Dawn Swanson, Alicia Lindquist, Kevin Honey, Kathleen Johnson
      3. Building and Grounds: Dawn Swanson, Steve Kimball, Steve Wallace
      4. Employee Review: Dawn Swanson, Cindy Crone, Cody Whitton, Michelle Swanson
      5. Liaison to Town: Michelle Swanson
      6. Finance: Dawn Swanson, Cindy Crone, Kevin Honey
   6. Collected Conflict of Interest forms.
2. Secretary’s Report: Alicia Lindquist
   1. Change name of Barnhart to Fischer

Accepted by: 1 Cody 2 Michelle

1. Treasurer’s Report: Kevin Honey
2. Noted that expenses are slightly over budget but that is due to wages and benefits and was expected.

Accepted by: 1 Cody 2 Steve K.

1. Librarian’s Report: Dawn Swanson
2. Library will stay closed on the Eclipse Day.
   1. Shannon F. mentioned that the library could be represented at the Airport’s event that day.
3. Programming is going well.
   1. Adjusted storyhour to a DIY story time that patron’s could use when they came in to the Library.
4. Was accepted for the Cummins Grant. It will be used to replace shelving downstairs.
5. Policy Committee needs to make an Equity Diversity Inclusion Policy.
6. February 17th is a planned meeting for the board to complete training with Jan D.
7. Summer Reading opportunity will cost $325. Board would need to approve of funds.
8. Discussed adjusting Library open hours to reflect needs from yearlong patron tally sheet.
   1. Proposal to remain open during 1-3pm slot.

Accepted by: 1 Cody 2 Cindy

1. Committee Reports
2. None.
3. Public Comments:
4. None.
5. Old Business:
6. None
7. New Business:
8. Funding Transmission Request
   1. Letter from the Board officially requesting the monies from the Town granted through the 414.
   2. Letter was reviewed by Jan D.

Accepted by: 1 Cody 2 Michelle

1. Executive Session:
2. Director’s Evaluation

Accepted by: 1 Cody 2 Steve K.

1. Pay increases approved for Director and Library employees to start on January 17, 2024.

Accepted by: 1 Cody 2 Steve K.

1. Library open hours increased from 35 hours per week to 39 hours per week.

Accepted by: 1 Cody 2 Shannon F.

1. Close Meeting:

Adjourned: 6:56 pm

Accepted: 1 Cody 2 Michelle