

# **Western District Library Board Minutes**

**October 23, 2023**

## **Call to Order**

The meeting was called to order by Jan Gustafson at 6:00 pm. Those present were Jeanine McGaughy, Susan Routt, Rod Ward, Julie Abbott, Beth Hoffman, and Director Michelle Bailey. Absent was Kathi Parrish.

## **Public Comments**

There were no public comments.

## **September Minutes**

There were no minutes from September.

## **Communications**

There were no communications.

## **Treasurer's Report**

The board reviewed the treasurer's report. There were questions about the janitor expenses and the transportation expenses. Director Bailey stated she had attended more meetings this year. She will bring documentation next meeting. Julie moved to accept the report and Jeanine seconded. Voice vote, approved 6-0.

## **Director's Report**

The motion light is repaired and Michelle will get a new timer for outside light. Rod and Michelle will fix the Cat in the Hat statue. Invest Orion contacted Michelle about retirement offerings for our employees. After investigating, Michelle discovered this is only for private companies. A company called Streamline contacted Michelle and said our website is not ADA visually compliant. Estelle and Michelle are going to work on the website to make it compliant.

## **Committee Reports**

No committee reports.

## **Old Business**

The study room ceilings are completed.

## **New Business**

The insurance audit has been submitted.

Kim Hoffman will attend our November meeting.

Director Bailey contacted Library Furniture International about pricing for our shelves in the children's area. The shelves will cost \$28,513.00. This organization finds the best price. Jeanine moved to purchase the shelves and Sue seconded. Voice vote, approved 6-0.

Director Bailey explained about the purchase of new digital materials. She is hoping to have Tumble Books and Hoopla up by the holidays.

The board discussed closing dates for the holidays. A motion was made by Rod to close the library on the 23 of December and be open on December 30. Beth seconded. The motion passed.

A motion was made by Rod for the library to be closed on November 25 for maintenance. Julie seconded. Motion passed.

The board discussed the Christmas party. Michelle will ask the staff about December 8 or 15 for the party. The board will discuss the details for the party at the next meeting.

Rod made a motion to adjourn and seconded by Sue. The meeting was adjourned at 6:51 pm.

Respectfully submitted,

Susan Routt, Board Member

## **Closed Session**

## **Other Business/Future Agenda Considerations**