**Stony Creek Free Library**

 **Board of Trustees Monthly Meeting, Minutes from 2/13/24**

*Attendees***:** Jennifer Doll, Lisa Brennan, Adrian Bode, Ronda Thomas, Sandra Watson, @6:30; Jill Diamond

 The meeting was called to order by Jennifer@ 6:05P. Minutes from 1/17/24 were reviewed and motion to accept the Minutes was made by Adrian and 2nd by Jen. Vote done and Minutes from 1/17/24 were accepted.

**Financial Report**: *General Fund*: $60,777.39*. Annual Appeal* update total; $2,530. The *down payment* for the flooring project was $6,000. Treasurer awaits the final invoice from *Everything Under Foot, LLC*. Noted the need to report to SALS on how the Construction Grant was spent.

**Director’s Report**: Clerk-Jill Diamond (with assistance from SALS) provided the Statistics & Summary for January 2024. (See Attached).

**Fundraising**: Upcoming Book & Bake Sale @ the Gallery set for 2/24/24 11A-2P. Jen & Lisa did preliminary cleaning and organizing. Discussed supplies needed to help with the Sale. Available Trustees aiming to arrive about 10:30A to set up tables, cash box, and label baked goods. Lisa will check with Doreen to see if the Fire Dept. will post promotions for the Open House w/ Cindy Cameron (“Remember When” theme) on 2/17 and the Book & Bake Sale for 2/24 on their electric “billboard”.

**Buildings & Grounds**: Furnace (s) need maintenance; incl. filter changes, etc. Concerns for quality of copies on the patron printer continue, diagnostics needed. Jill will set up service call for furnace (Brian Kelly Plumbing & Heating). Ronda suggested checking with equip. dept. @ SALS re: printer. Unsure if it can be fixed or if it needs to be replaced.

**Correspondence & Communications**: Adrian reported she is up to date and has received the supply of stamps.

**Old & Unfinished Business**: Flyers for the upcoming events 2/17 & 2/24 were placed @ the Laundry Mat, Store, & Post Office. Jennifer offered to pick up snacks for Open House and Sandy offered to bring wine and other beverage. Jill is working on the set up. We discussed the Temporary Hrs. of Operation with Jill as she is currently the only Staff and works Full Time outside of her Clerk position. Jen moved to accept the temp. hrs. , 2nd by Ronda, motion carried. We will re-visit hours @ the next mtg. Temp. Hours will be listed on Library website, FB page & on the main entrance.

**New Business**: Program ideas – Informative meetings for Sr. Citizens that now have to change Medicare health plans, as Humana will no longer be an option. Adrian shared resource- Kelly Barlow, to lead informative meetings. We may join to include the town “Over-50 Group” who meet @ the Town Hall. Aiming to have meetings before the 3/31 deadlines. Jill rec’v. contact info for Kelly from Adrian and will also check with Town Clerk (Susan Harrington) for more details on the Over 50 Group. Ronda made a motion to go into **E**xecutive **S**ession (**E.S**.) & Sandy 2nd the motion. Jill was dismissed before the start of the **E.S**. @ 7:07P. The Session ended @ 7:29P status post motion made by Ronda and 2nd by Lisa. Ronda reminded us that we technically have 1 yr. to refill the position of Director. We agreed on time frames to accept applications for vacancies and when to start plans for the interviews. Goal is to have 1 or 2 positions filled by the end of March.

**Adjournment**: Ronda made a motion to adjourn mtg., 2nd by Jen. Meeting was adjourned @ 7:42P.

 Respectfully Submitted,

 Sandra Watson, Recording Secretary