

Minutes of Walnut Public Library
July 20th, 2022

Call to Order:

A regular meeting of the Walnut Public Library was held at the library on July 20th, 2022. The meeting convened at 6:07 P.M. by Brenda Helms. Members in attendance were Jaimie Rosenthal, Heidi Franklin, Anne Johnson, and Janis McDonald. Others in attendance were Jackie Trujillo. Members absent from the meeting was Terri Jamison and Deb Spratt.

Secretary's Report:

June's minutes were reviewed. Heidi made a motion to approve June's minutes, seconded by Anne, approved as read.

The June Personnel Meeting minutes were reviewed. Jaimie made a motion to approve the minutes, seconded by Heidi, approved as read.

Treasurer's Report:

Year end numbers were reviewed. The P & L was reviewed, and is looking good for the end of the fiscal year. Jackie did end up needing to take \$6000 from the Hensel account to finish out the fiscal year.

The remaining grant funds from the On the Road to Recovery: Transforming Library Spaces grant in the amount of \$9201 was used to purchase new wooden chairs for the upstairs library.

June's bills were reviewed. Janis made a motion to approve the bills as paid, seconded by Jaimie.

Committee Reports:

Long Range Plan Committee: No Updates

Financial Committee: Reviewed the Finance Committee Minutes from the May meeting.

Personnel Committee: Junes Personnel meeting minutes were reviewed.

Program Committee: No Updates

Building Committee: No Updates

Librarian's Report

June was a great month for the library, as there were 2300 books checked out, 25 new patrons added, and 183 children participants for the summer program. The board made note of how nice it is to see people coming into the library and participating in what the library has to offer.

Ruth Vohland would like to meet once per month at the library with a group to work on projects. Jackie seemed fine with this as long as they provide their own supervision.

Skeeter the clown is coming on Monday 7/25, and the Chamber & Skeeter are donating tickets to the circus. The library is also hosting a butterfly night on July 25th, which is sponsored by the BV preschool. There will also be a special children's program offered to watch the circus tent go up on 8/2. On 8/10, the library is hosting an end of summer campfire.

An anonymous donation of 2 recliner chairs was made to the library.

Jackie is working on completing the end of year reports. The Per Capita Grant has been received in the amount of \$2355.58, which will be used for programming.

The tower gardens have arrived, which were purchased with grant funds.

Jackie suggested the library upgrade the patron's library cards to plastic with a scannable barcode. The cost is \$595 for 500 cards. Jackie suggested offering one reusable bag for every new card that is issued. She will call the Embroidery Shop for a quote.

Janis made a motion to purchase plastic library cards and reusable bags to hand out to patrons. The motion was seconded by Jaimie, all in favor, motion passes.

Jackie plans to attend a free grant writing class on 8/1.

Unfinished Business:

The fiscal year 2022/2023 Budget & Appropriations Ordinance was presented for approval, the budget was approved by a roll call vote:

Jaimie – Y, Heidi – Y, Brenda – Y, Anne – Y, Janis – Y, Members Absent: Terri, Deb

The Non-Resident Fee Policy was reviewed and signed.

Employee Review have been completed, and they went well. Jackie is going to start doing quarterly training with the staff.

The future children's library hours will need to be determined and may possibly need to consider hiring additional staff.

Brenda made a motion to approve the handbook revisions, seconded by Heidi, motion approved.

The Walnut History project will continue to be ongoing.

New Business:

Items for Next Month's Agenda:

Adjournment

Brenda made the motion to adjourn the meeting. The meeting adjourned at 7:53pm. The next meeting is on August 17th, 2022 at 6:00pm.

Acting Secretary



Date of Approval

