

**Minutes of Walnut Public Library
May 17th, 2023**

Call to Order:

A regular meeting of the Walnut Public Library was held at the library on May 17th, 2023. The meeting convened at 6:09 P.M. by Brenda Helms. Members in attendance were Jaimie Rosenthal, Heidi Franklin, Megan Hellrung, Brenda Helms, Terri Jamison, Deb Spratt, and Emily Dietz.. Others in attendance were Jackie Trujillo.

Secretary's Report:

April's minutes were reviewed. Jaimie made a motion to approve April's minutes, seconded by Terri, approved as read.

Treasurer's Report:

The board reviewed the enclosed financial reports. Nicor seems high, and Jackie is going to call to see why.

Megan made a motion to approve the Treasurer's report, seconded by Deb.

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

Committee Reports:

Long Range Plan Committee: No Updates

Financial Committee: Budget meeting is scheduled for 5/23 @ 5:45.

Personnel Committee: No Updates.

Program Committee: No Updates

Building Committee: No Updates

Librarian's Report

Libby's subscription ends at the end of June and the library is going back to Axis360. The library will do a big push in June to promote Axis360 again. Jackie confirmed if someone has a book checked out with Axis360 at the end of June, they will still be able to finish the book, but any holds will not be held after 6/30. Becky is in the process of making bookmarks with instructions on how to access Axis360.

Jackie has been working in Mail Chimp to start the monthly newsletter, but the program is a little more difficult and may need some assistance adding emails, pictures, and texts to it.

The summer program started today, 5/17/23.

QuickBooks training has began and Jackie is in the process of manually entering all transaction since 1/1/23. The cost for having the payroll option is \$44.50/month for the first 90 days, and then it will be \$65/month after that.

Jackie met up with Wyanet and Buda Libraries and they are looking to host a cupcake wars with 10 open spots per library. This program would be geared towards the junior high kids.

Jackie received a grant for promoting diversity from ALA. This could be used to host a resource fair promoting fine motor skills, life skills, etc for all ages. The board discussed possible locations to hold the fair, and determined the Metro Center would be a good location.

The OCLC contract is up for renewal. Deb made a motion to renew the 2023-2024 contract with OCLC, Terri Seconded the motion. All in favor, motion passes.

Unfinished Business:

A new bank account for the Historical Archives has been opened up with CSB in Walnut. Jackie is still waiting on a final quote from Advantage Archives. The Village board has agreed to match all donations up to \$4000. Jackie will be speaking to Rotary next month. Years 1890-2023 will need digitized, 69 total reels at around \$500/reel. Jackie will be writing up an article for the paper and will be advertising on social media.

Matt Lind will be giving the library quotes for second camera for the basement and the upstairs that can be viewed from the computers. This will be good for when there is only one employee staffed.

New Business:

It is time to start discussing the 2023/2024 budget. The budget committee scheduled a meeting for 5/23 @ 5:45.

The building committee will need to meet soon to discuss the need of upgrading the upstairs outlets, ceiling tiles, the lights in the basement, updated drinking fountains and ceiling fans.

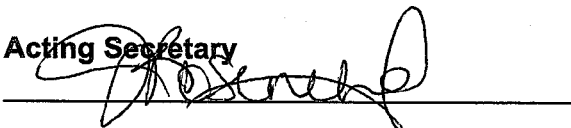
Board members are to read the Trustee Facts File, and should have the first 2 chapters read by the June meeting (scheduled for 6/21).

Items for Next Month's Agenda:

Adjournment

Brenda made the motion to adjourn the meeting. The meeting adjourned at 7:14pm. The next meeting is on June 21st, 2023 at 6:00pm.

Acting Secretary



Date of Approval

