**GRANT COUNTY PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**REGULAR BUSINESS**

**November 13, 2023**

**Call to order:** 7:00 pm

**Type of meeting:** Regular Business

**Presiding Officer:** Ann Stanchina, President of GCPL Board

**Quorum:** Present

**Trustees Present:** Jean Payak, Jamie Baker, and Doug Penix.

**Also Present:** Patrick Goodman, Director; Amy Coghill, Library Accountant.

**Guests:** Vicky Agee, Mike Agee, Erica Erbskorn, Lisa Steadman, Geneva Hoffman,

**Agenda approval and adoption:** Jamie Baker made a motion to approve the agenda and it was seconded by Jean Payak. Motion carried.

**Secretary’s** **Report:** Ann Stanchina requested two typo corrections. A motion was made by Jamie Baker to approve the minutes with changes and was seconded by Jean Payak. Motion carried.

**Treasurer’s Report:** A motion was made by Doug Penix and seconded by Jamie Baker to approve the October 2023 financial reports. Motion carried.

**Business**

**Holiday Policy Review:** The policy needs to include details for when December 25 and January 1 are on a Monday. For 2023/24, the library will be closed on January 1 and staff can coordinate a day off with the library director within the pay period to recognize the holiday. A motion was made by Jean Payak and seconded by Jamie Baker to approve the 2023/24 recognized holiday plan. Additional policy information will be written and brought to the board for review and approval for future needs.

**Annual Staff Party:** A motion was made by Jamie Baker and seconded by Jean Payak for expenditures not to exceed $500 for the annual staff party.

**Policy Review**

1. Emergency Reference Guide – Progress is being made on the guide and it will be ready for review in December.

**Reports:**

1. Director’s Report – Patrick Goodman presented his monthly report.
2. Regional Report – Board members received a copy of the monthly report.

**Correspondence:**

* Patron Records Request – Fulfilled 2018-2019 Board minutes request. Board packets from previous meetings will soon be available in the Kentucky room.

**Visitor Recognition:**

**Lisa Steadman:** 1. Good to hear children’s programs are coming back. 2. Additional programming should be considered and requiring a degree to offer programming is not necessary. 3. Consider putting out an all call to the public to lead programs. 4. Suggests inviting people that would love to teach. 5. Requests to research the possibility of a Book Mobile that could visit apartment complexes and similar locations in Grant County.

**Geneva Hoffman:** Ask the board if they have any questions based on the documentation that she provided at the October meeting. No questions from the board.

**Board Member Comment:**

Jean Payak requested an explanation of the required process for an Executive Session.

**Adjournment:** Motion made to adjourn by Jamie Baker and seconded by Doug Penix. Motion carried. Adjournment at 7:36 pm

**Next Board Meeting:** Monday, December 11, 2023 at 7 pm.

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President Secretary