

Scio Memorial Library  
Board Meeting Minutes  
January 11<sup>th</sup>, 2024

Present: Deb Root  
Carol Bush  
Linda Clayson  
Belinda Thompson  
Carolyn Miller  
Raeanne Smith, Director

Excused: Carole Wells  
Donna Emrick

Call to Order and Reports:

Deb called the meeting to order at 11:00 a.m. and the recitation of the pledge of allegiance followed. No correspondence was reported.

The minutes of the December meeting were approved as revised upon motion by Deb, seconded by Linda, with all in favor.

The treasurer's reports for November and December/end of year were reviewed. The November financial report was accepted unanimously upon motion by Carol, seconded by Linda. The bill schedule was approved upon motion by Carol, seconded by Belinda with all in favor. The December financial report was accepted upon motion by Carol, seconded by Belinda, with all in favor. That bill schedule was approved upon motion by Linda, seconded by Carolyn, with all in favor.

Director's Report:

The photo corner was considered a success. Deciding about automatic payment of the water bill under new procedure will be made next month after the cost is considered. The shed, second bathroom and the storage room have been cleared, culled, cleaned, sorted, rearranged, and organized, a yeoman's effort. Thank you, Raeanne. Quotes will be obtained to install a timer on the outside outlets, and enclosing the storage area. The statistics in all areas have been doubled and tripled in 2023 vs. 2022. Also a possible tiered donation opportunity may be offered to our patrons, and details were discussed and will be further discussed at the February meeting. Rae has conferred with Glenn, our accountant, on clarifying purchases made with grant proceeds, and coordinating line items with the annual report requirements.

Old Business:

2023 was considered an A+ success with all anticipating that 2024 will be even better. The meeting schedule for 2024 was shared, keeping the second Tuesday at 11:00 a.m.

New Business:

Plans for a Patron Appreciation event during Library Week (April 7<sup>th</sup> - 13<sup>th</sup>) were discussed, including the Read Aloud program on April 10<sup>th</sup>. A second Hymn Sing featuring songs of love was tentatively scheduled for Tuesday, February 13<sup>th</sup> at 6:00 p.m.

Upon motion by Carol, seconded by Belinda, The Source was designated our official newspaper. All were in favor. The following authorizations and designations as a group were moved by Carol, seconded by Linda:

Authorization of the Library Director to Certify Payrolls

Authorization of the Library Director to make Grant applications

Authorization of the Library Director to Certify Payments

Designation of official bank: Community Bank N.A

Authorization for signatories on checks- President and Treasurer

Authorization of Payments between board meetings of utility bills, payroll, payroll taxes, and payroll deductions

Authorization for online payments and automatic payments:

Authorization of the Business Mileage Reimbursement Rate: \$0.67 per mile. All were in favor.

The meeting was adjourned at 12:57 p.m. upon motion by Linda, seconded by Belinda, with all in favor.  
The February meeting will be held on the 8<sup>th</sup>.

Respectfully submitted,

Carolyn J. Miller