

Scio Memorial Library
Board Meeting Minutes
March 14th, 2024

Present: Deb Root
Carol Bush
Linda Clayson
Donna Emrick
Carole Wells
Carolyn Miller
Raeanne Smith, Director

Excused: Belinda Thompson

Call to Order and Preliminaries

Deb called the meeting to order at 10:59 a.m. and the recitation of the pledge of allegiance followed. The minutes of the February meeting were approved upon motion by Carole, seconded by Carol, with all in favor. Correspondence was received in the form of a thank you card and generous donation from the 20-20 Investment Club which meets at the library monthly.

The treasurer's report was reviewed and accepted upon motion by Donna, seconded by Linda, with all in favor. The bill schedule was approved upon motion by Carol, seconded by Carolyn. All were in favor. It was noted that the Youth Board of the county has been reactivated and last year's grant was received and that the voucher for the town contract payment should be obtained and signed.

Director's Report:

Rae reported that an analytical report has been obtained listing books in our collection that have not circulated in years. Everyone agreed that we should display and publicize a few of these "oldies but goodies" from time to time. Other reports are planned with the goal of broadening our collection.

A visit from State, County and local members of the American Legion was held during the month, and our displays in honor and remembrance of Jason Dunham and other veterans was appreciated by our visitors. The report to the community poster has been prepared as well as the poster encouraging donations. Both will be shown on our website and throughout the community. Story Time for children has not found an audience at this time. The possibility of Chair Yoga classes was favorably considered.

Old Business

Plans for Library Week have been completed and publicized.

Deb created a Scio Memorial Library logo which was favorably perused by the board. Upon motion by Carole, seconded by Carol, it was adopted with all in favor, and will be prepared in a format to appear on our publicity and communication.

The holiday and pandemic/emergency response policies presented in February were adopted with very minor corrections upon motion by Carole, seconded by Donna. All were in favor.

It was recalled that Form 990 required by the federal government for non-profit entities will need to be filed in a longer and more detailed format due to our increased annual funding in 2023. It was decided that a professional be hired to complete this somewhat complicated and detailed report. Upon motion by Carole, seconded by Donna, all were in favor of hiring Glenn Smith, our bookkeeper, who agreed by phone to undertake this task.

New Business:

Everyone agreed that the charcoal grill donated by Carole and Steve Wells could be raffled as this spring's fundraiser. Rae will prepare the tickets, with the drawing to be held on Memorial Day.

Copies of the new edition of the trustees' handbook were distributed, and mandatory policies and retention of old policies were briefly discussed to be revisited in future meetings.

The meeting was adjourned at 12:07 p.m. upon appropriate motion. All in favor.

Respectfully submitted,

Carolyn J. Miller, Secretary