

Scio Memorial Library
Board Meeting Minutes
December 18th, 2025

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

The meeting was called to order by Deb at 9:00 a.m., and the pledge of allegiance recited. All were welcomed and mutually congratulated on the very successful 2025. The Minutes of the November were approved unanimously upon motion by Carol, seconded by Deb.

Correspondence has been received from the Brew Witches with their donation, from the Moogan Foundation with their donation and from Priscilla Brown. Outgoing correspondence included 45 thank you notes to those who donated to our November fundraiser.

To begin Year 2026 Linda moved election of the presented slate of officers: Deb as President, Carol as Vice President, Carolyn as Secretary and Donna as Treasurer. The motion was seconded by Carole. All were in favor. Belinda moved that Linda be elected to a five year term on the board to succeed herself. This was seconded by Carolyn, with all in favor. Carole, having indicated her intention to retire from the board, was thanked for her faithful and exemplary service. Linda moved that Cory Scutt Carlin be appointed to serve the remainder of Carole's term, subject to her consent. The motion was seconded by Deb, with all in favor. Carole agreed to volunteer as she might be available, and to serve as board auditor.

The treasurer's report was presented. The advisability of placing some funds in a 7 month CD was discussed. It was decided to purchase three CD's in the amounts of \$20,000.00, \$10,000.00 and \$5,000.00 at a favorable rate and Raeanne, Linda and Donna would monitor the same. This was formalized in a motion by Carole, seconded by Donna with all in favor. Raeanne was thanked sincerely for successfully obtaining grants which has put our finances on a firmer foundation. Carole moved acceptance of the monthly treasurer's report, which motion was seconded by Carol, with all in favor. The bill schedule was likewise approved upon motion by Linda, seconded by Carole. Subsequently it was noted that Carole would be removed as official signatory for our funds, and that Linda, Deb and Donna would be authorized to assume this role. This was presented as a motion by Donna, seconded Carolyn, with all in favor.

Minor corrections in the approved budget were suggested by Carole, including transposition of the fund balance figures and FMLA estimation. This motion was seconded by Belinda, with all in favor. The bookkeeper will be asked to earmark funds from the Manley Grant, which is incomplete, to be carried over to FY2026. This was uttered in the form of a motion by Carole, seconded by Carol, with all in favor.

The director reported that she has received seven applications for the librarian vacancy, and suggested that an adjustment of our hours might be necessary to accommodate the change. Carole moved a Tuesday, Thursday, Saturday schedule of 12 to 7, 12 to 8 and 10 to 3, effective January 1st. This was seconded by Donna with all in favor. The director went on to report completion of a training manual, and mentioned a need to establish priorities in applying for an STLS grant for meeting room technology upgrades. The intention is to monitor the policy book looking to review and update each policy in rotation.

It was moved by Carol, seconded by Deb to establish a meeting schedule for 2026 of the second Thursday of the month at 11:00 a.m. All were in favor. Whereupon Donna moved and Carolyn seconded a motion that the meeting be adjourned. All were in favor. The time was 10:28 a.m.

Respectfully submitted,
Carolyn J. Miller, Secretary