

Director Report/Questions for the board July 2022

On **June 28,2022** I met Belinda and we formed a game plan to start this journey.

At this point we discussed a new layout of the building and how to start organizing all the books.

July 15th I was so excited to come in and get started. This day I came in touched base with Belinda again on what she had accomplished over the last 2 weeks. We reassessed what was our next goal was and the progress steps on how to achieve this goal. We spoke about the summer youth employee as well. On this day I worked for around 6.5 hours cleaning the director's office.

July 22nd. This was the agreed upon start date of employment. I met Baily and showed her what the game plan was for the children's easy reader section. I did a bunch of heavy weeding 139 books were pulled that were barcoded several more were discarded as well. Shortly after Baily went to work. Belinda and I reassessed the piles of books and ideas of things to accomplish over the next week. I focused on taking care of the free giveaway books and the cleaning closet. Sweeping the walls and floors sorting and mopping. Today Belinda called me over as the circulation desk computer was glitching. The machine froze.

Belinda and I have stayed in contact texting with questions, ideas and comments as the weeks have passed. She is truly and amazing women. I am so happy that she is with us.

Baily is a wonderful young lady and is eager the help and learn more about the library.

Questions:

1. What is the Scio Tax status?
2. Are we a 501c3? Non-profit
3. How do we handle mail?
4. How do we pay bills?

5. Where do we stand with this year's budget? Profit and loss sheet.

6. Can I please have a key to the building and anything else I may need a key for?

7. How many hours am I allowed to work? We discussed 20 weekly.

8. Do we have a template for the board meeting documents, president agenda, secretary, treasurer?

9. Appalachian Grant with STLS:
 - a. What was the hopes to purchase?
 - b. Do we have the 30% match? Are these reserves or grant match?

10. There is a Chromebook in the office what is this for?

11. Written Contract for employment?
12. How do we handle garbage? There is going to be a lot over the next few months.

13. What grants have been written this year?
 - a. Have final reports been filed?

14. Was an exit interview done with Sue?
15. Employee refrigerator?
16. What do we have allocated for funding to purchase new staff computer and workflows computer? The current machine in bogged down and glitching.

17. Can we purchase storage totes for craft items/supplies?

18. Can I get a copy of the 2021 and 2022 budget? So, I can start building a line-item budget for the 2023 year?

19. Does anyone have questions for me?

- a.
- b.
- c.
- d.
- e.

20. How is everyone handling the changes so far?

- a.
- b.
- c.
- d.
- e.
- f.