

West Concord Library Board Meeting Tuesday, October 10, 2023 @ 5:00 pm

Present: Kayla Burse, Al Gilbert, Pat Hanson, Colleen Hayne, Library Director
Heather Frederick, Guest Lois Johnson

Next meeting: Tuesday, November 7, 2023 @ 5:00 pm

Call Meeting to Order

- Colleen called the meeting to order.

Secretary's Report

- Motion to approve by Al, second by Kayla.

Old Business

- WC Library still needs a SELCO board representative. Colleen will think about this as her duties with Historical Society come to a close. The Selco board representative may also be a library board member.
- Amazon Wish List is available now. There is a link that can be found on the Library Facebook page.
- Heather F. would like to put the Let's Smile Inc. presentation on hold. It has been difficult to find a date that will work to schedule, and numbers are low for story time since the local daycare closed and no longer attends.

New Business

- Presentation of bills. Motion to approve payment of bills by Kayla, second by Al.
- Unable to review Library YTD balance as City of West Concord Accountant is out of the office at this time. The board is okay to review the Library YTD balance at the next meeting in November.
- Computers #2 and #4 keep freezing. They are the oldest ones in the library currently and are from 2016. Heather F. has contacted Selco and some updates have been done to help enhance them, however they are still having problems. Selco gave the option of installing solid state drives in these computers at \$25 each. Ultimately Selco is suggesting we update these computer with new computers as they are quite old. The library was not able to budget for new computers in 2024, so the option of decreasing the number of patron computers may be necessary. The board agreed to try the solid state drives at \$25 each to help with the issues for a short term solution.

- Heather F. would like input on current subscriptions and if we would like to continue with these when renewal comes up. Currently we have Reader's Digest Large Print Magazines, Reader's Digest Large Print Select Editions Books, Junior Library Guild (Children's Books) and the Post Bulletin. No formal decisions were made at this time, however it was suggested that we try these for one more year to track their use and determine if they benefit our library. The Post Bulletin is the subscription that is used most frequently at this time.
- Beginners Sewing Classes will be October 12 and 17. Currently 9 people are signed up. Lois and AJ from the community will be teaching the classes on a voluntary basis.
- Story time has been changed from 9:30am to 10am on Wednesdays still. The local daycare that regularly attended has now closed. One family is currently attending and expressed a little later in the morning would be helpful for their schedule. The change will take place beginning October 11.
- Triton will have a Community Service Day on Wednesday, October 18 from 1:15-2:45pm. Keith will be coordinating tasks for the youth and asked what we would like done in the library. Tasks will include: vacuuming, dusting bookshelves, washing windows and cleaning tables.
- The library will participate in the Holiday Hootenanny on Saturday, October 28. There will be crafts in the library from 10am-12pm. Heather F. has purchased the crafts. Colleen is able to help at this time. Friends of the Library would like to pass out candy as part of the Trunk or Treat and will be also giving out small flyers to let people know about story time.
- The library will participate in Christmas in West Concord on Saturday, December 2. There will be crafts and other activities at the library from 9am-12pm. We still need volunteers to help during this time.

Librarian's Report

- We are now allowed to store books at the Bell Tower for future book sales in a designated area.
- Heather F. is working on going through a very large donation of sci-fi books that are being stored at the old Superstore at this time. Some of these books will be added to our library collection. Some will be sold and proceeds will go to the library.
- Heather F. is also working on going through a very large donation of DVD's.
- Heather F. is working on the Policy updates. Selco would like to see them updated every 5 years, dated and then posted publicly. Our current policies do not have any dates on them.
- Future meetings will typically be the second Tuesday of the month to ensure enough time to track the numbers and enough time to provide a report to City Council for their meeting. Meetings for the remainder of 2023 will be: November 7, December 12.

Adjourn Meeting

- Motion to adjourn by AI, Second by Kayla.