



Library Board of Trustees
Minutes of Regular Meeting December 12th, 2024

Trustees Present: Gail Hanson, Ron Johnson, Arvid Maki, Michele Merritt, Maureen Rogers, Deb Rose

Trustees Absent: Taylor Baert

Also present: Director Anne Miller, Cheryl Beardslee

President Michele Merritt called the meeting to order at 5:31 pm.

Motion to approve the agenda by Arvid, seconded by Maureen. Carried unanimously.

Motion to approve the **Minutes for the November regular meeting** by Gail, seconded by Arvid. Carried unanimously.

Citizens' Comments – The Friends of the Library will be helping to pay for the new window blinds. The December book sale was quite successful. \$50 was collected in the donation jar alone.

Director's Report – The usual year-end preparations have been taking place. Anne has been looking at how best to spend our funds for the remainder of the year. Michelle Jacobs, head of Youth Services, and Anne have been selecting titles for 100 Classic Picture Books and 100 Classic Chapter Books sections with the goal of drawing special attention to children's books that are timeless and will be read by many generations. Cora Paro, the library's current Circulation Manager, will be leaving us in December. She has served in several positions over the past few years. She has been a real asset to the library, and her institutional knowledge will be difficult to replace.

Monthly Financials – Motion to approve the financial report by Ron, seconded by Deb. Carried unanimously.

Audit and Approve Bills – Motion to pay the bills by Arvid, seconded by Maureen. Carried unanimously.

Pre-Approval of Specified Bills for 2025 – Some items the library is billed for have invoice due dates that are prior to the next board meeting date and may need to be paid prior to the board meeting. Examples include water, electricity, Internet, and building maintenance services. Motion by Deb, seconded by Arvid, to accept the list of pre-approved bills for 2025 that was provided by Anne. Motion carried.

Blinds for Library Windows – The blinds are still on backorder. Jason with Budget Blinds will let Anne know if he hears anything about a projected shipping date.



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Review and Update Patron and Circulation Policy – The board reviewed the policy and some minor changes suggested by Anne. Motion by Maureen, seconded by Gail, to approve the updated Patron and Circulation Policy. Motion carried.

Finalize Budget – Anne attended the December 4 Village Board meeting where the library budget was approved. Motion by Arvid, seconded by Deb, to approve the finalized budget. Carried unanimously.

2025 Library Holiday Closures – Motion by Arvid, seconded by Maureen, to approve the following 2025 dates for holiday closure: January 1, February 17, April 19, May 26, July 4-5, September 1, November 27-29, December 24-27, December 31. Carried unanimously.

Director Days Off in December 2024 – Anne asked to have the following days off: Monday, December 23 and Thursday, December 26. Motion by Deb, seconded by Ron, to approve the days off for Anne. Carried unanimously.

Next Meeting – Thursday, January 9 at 5:30 pm.

President Michele Merritt declared the meeting adjourned at 6:19 pm.

Respectfully submitted by
Ron Johnson, Library Board Secretary