

Lowell Community Library  
Library Trustee Meeting  
July 18, 2023

Trustees/Librarian Present: Nancy Allen, Carol Koob, Katherine Pion, Jenn Higgins  
Absent: Faye Starr, Brandie Cochran

1. Call to order: 5:33
2. Any additions/deletions/changes to today's agenda?  
Carol Shared 3 documents for us to review and discuss at our next meeting:  
Library Future Trends, Trustee Ethics Statement, Library Director Evaluation (attached to this email).
3. Review of Minutes from previous meeting: Minutes from 6/27/23 were approved.
4. Treasurer's Report: Jenn shared info from Town Treasurer Becky Dizazzo -  
The only expense which has come from the "carry-over" fund was for the computer. We can ask that other purchases come from that fund as well, so our yearly operating budget stays in the black. Regarding us (Faye) taking over all accounting for the library or the trustees having our own discretionary checkbook (such as from donations) Becky reminded that we would then need to be audited by the Town's Auditors. She also suggested waiting for such a change until the new Fiscal Year (1/1/24).
5. Librarian's Report: Nancy reported that 18 patrons came in Saturday and 15 from today! She discussed the need for a complete inventory of the library books with ISBN numbers, publisher info/date, etc. Katherine has started a spreadsheet for the inventory, it looks like the only way to get all that detailed info is to enter it manually. Nancy will call publishers to find out if that card info is available. All trustees offered to work to add to the data-base once we know how to categorize our books.
6. Committee Reports: NA
7. Old Business: Story Walk, Contest, Picnic Table, Folk Fest, Eclipse plans - no actions taken
8. New Business: Trustee Officers Duties and Trustee By-Laws: moved to approve with our edits (attached to email)  
Possible Survey to fill out at Folk Fest: several think we need to narrow it down for the Festival, but have the complete survey available in the library for patrons to fill out. Trustees should edit the survey for approval at our next meeting.  
We need to develop an "Unattended Child" policy/protocol and a policy for when to "Close the Library" - these will be discussed at our next meeting.
9. Meeting Adjourned at: 7:10

NEXT MEETING: Tuesday, August 5, 2023 at 5:30. Notes respectfully submitted by J. Higgins