

Appleton Library Board of Trustees Meeting  
February 26, 2020

The February Meeting was called to order at 7:03 pm on February 26, 2020. Trustees present were Margaret Wilson, Patti Chapman, Tina Casteris, Nancy Brown, Catherine O'Connor, and Diane Schivera. Library Coordinator Julie Sells and Select Board Representative Danielle Gould were present.

New Trustees: Margaret moved that Catherine O'Connor be nominated to fill Heather Wyman's position expiring in 2021, seconded by Patti Chapman, all were in favor. Margaret moved that Diane Schivera fill the second vacancy, expiring in 2023. Tina seconded, all were in favor.

Officer positions: Tina Casteris will be serving as Recording Secretary. There is still an opening for Vice Chair.

Minutes: January minutes need to be amended. Margaret moved to approve the January Meeting Minutes as amended. Patti seconded it and all were in favor.

Treasurer Report: Income from the Souper Supper was \$2600 with some more revenue outstanding. Income from the Puzzle Exchange was \$103. No other notable changes to the budget.

Coordinator's Report: The Board discussed the Coordinator's Report with Julie.

Action Between Meetings:

1. Souper Supper Debrief: everyone had a good time and the event was a success. The bread auction was spur of the moment since we had extra bread but we made money from it and people thought we should do it again. Donated cakes were also a hit.
2. Library Coordinator's evaluation: Margaret, Tina, and Patti met with Julie to discuss priorities and make sure she is maximizing her paid time.

Old Business:

1. Action Form: The purpose is to have a way for volunteers to contribute their ideas and for there to be accountability for decisions. Patti has made some edits and the group agreed that the form is approved for use.
2. Update to ILL policy: Collections committee would like to make some changes to limit the number of items to four per month that can be requested by one person, and to not allow requests for new items. New items can be requested for purchase. Tina moved to change the policy, Margaret seconded, all approved.

New Business:

1. Collections Committee update: Tina has taken the role of Vice Chair. This committee works on the collection both removing old items and purchasing new. The budget is \$1500 / year for books and \$200 for DVDs. We discussed ways of getting suggestions

from the community for books people would like us to acquire. Tina will create a more visible place for people to put their suggestions.

2. Coordinator Evaluation: Margaret is preparing an evaluation form and will have it ready in the spring.

Next meeting:

1. March 18, 2020 7PM
2. Agenda Items:
  1. Decide what the fundraising plans for the year will be

Margaret made a motion to adjourn the meeting at 7:45pm, Diane seconded and all were in favor.

Respectfully submitted,  
Tina Casteris