



Board of Directors Meeting Minutes
Oct. 21, 2024

Attendees: David, Jody, Kris, Monica, Courtney H., Jim, Leslie, Kathleen, Julia, Joe

1. Call to Order, President: 5:30 pm
2. Approval of Agenda
 - Jody requested that the Nominating Committee's presentation of board applicant Courtney Handy move to the top of agenda. Motion by David; second by Joe. Unanimous in favor.
3. Approval of Minutes
 - Motion to accept, Kris; second Joe. Unanimous to approve.
4. Public Comment: None
5. President requested a moment of silence for Nina Harrison, the board's former treasurer, who passed away two weeks ago.
6. Nominating Committee:
 - Kris presented Courtney Handy, board member applicant. Courtney was introduced and spoke briefly to the board. Motion by David, second by Joe to vote Courtney Handy to Board. Unanimous in favor. Jody reminded the board that the official start of her term is in July.
7. President's Report:
 - Jody presented the following handouts: the Role of Board Members, Expectations of Board Members, Background Checks, Confidentiality, and Conflict of Interest. Board members are asked to give permission for background reports. Members were asked to sign the other documents at the meeting.
8. Director's Report:
 - Julia explained her written report including the various library funds and their varying requirements for expenditure.

- David and Julia will create a terminology sheet that identifies types of funds and acronyms.
 - Board asked Julia to create an ad for the Library Aide position that will run on the Website and in the Newsletter.
9. Treasurer Report: David
- David explained the budget monthly report handout.
10. Committee Reports
- Community Relations:
 - Jody provided a recap of Oktoberfest. The event collected about \$2,600, less than in 2023, but there was less expense this year. There were more walk-ups this year, possibly due to expanded promotion on the SF Tourism site.
 - Trivia night is this Wednesday. Jody, emcee; Kris, money; Joe, basket.
 - Halloween Carnival is this weekend.
 - Development:
 - Kris and Monica discussed the need for more members on the committee.
 - The committee is reviewing fundraising plans and recommendations to eliminate smaller fundraisers in favor of one or more large annual fundraiser.
 - Kris presented an overview of the pending Fall Book Sale and passed around time sheet for volunteers. Set up begins Saturday Nov. 2
 - Kris and Monica discussed the Holiday Bake Sale, which is Dec. 7th. A Baker Solicitation letter will be sent soon. Dec. 5 is drop-off of cookies (11-1 pm). Dec. 6 is packaging. Dec 7 morning is the drop-off for breads. Dec. 7 noon to 3 pm is the sale, in meeting room.
 - IT: Jim and Jody presented a slideshow on the proposed website revision. David suggested we keep Donation prominent on every page. Julia reminded the committee to keep in mind our demographic when creating design.
11. Old Business
- Strategic Plan: The Executive Committee will review the current plan and make suggestions for consideration by the entire board at a board retreat.
 - Board onboard training: Jody will meet with new members to review documentation needs.
 - Back up bookkeeper: Julia and board members will create a document to ask for part-time help. Time needed falls between 3-20 hours per week, depending on time of year.

12. New Business

- Discussion of salary considerations: The board will examine staff annual increases and regular performance reviews. Jody will do more research on both matters, including a self-evaluation report for staff. David, Kris, Monica, and Jody will develop preliminary recommendations to discuss at the November board meeting. The team will send the document out prior to the meeting for review.
- Timing of meetings: Board discussed that 1.5 hours may be more reasonable for the length of meeting.

13. Adjournment, 6:50 pm