

Lawrence Public Library Board of Trustees Meeting  
Regular Meeting, 7 p.m./Public Library  
Date: October 18, 2022

The Lawrence Public Library Board of Trustees met for its regular monthly meeting. President John White called the meeting to order at 7:00 p.m. Board members present were: Cyndi Hays-Morris, John White, Julie Mieure, Janet Faro, Joan Brian, and Deanna Ratts-Boyd. Library director Dianne Brumley was present. Board members absent: Jamie Cox

- I. Recognition of Visitors
  - A. Visitors: Steve Anderson (WAKO)
- II. Approval of Minutes
  1. Julie moved, Joan seconded to accept the September minutes.  
Motion passed
- III. Financial Report
  - A. Accountant's Report
    1. We spent a little over \$70,000
    2. We have a little over \$168,000 left in the budget
    3. It was noted tax bills went out
  - B. Claims
    1. Julie moved to accept/pay the claims for October, Deanna seconded. Roll call motion passed
- IV. Director's Report
  - A. Dianne went over her report, with the following highlights:
    1. The Agatha Christie program (with Debra Ann Miller) had 32 participants
    2. The Lawrence Crawford Association toured the library on 10/13/22 with 10 of their clients
    3. The Friends of the Library donated a small garden statue of an owl in memory of Rita Kavanaugh
    4. In person library visits were up as were inter-library loans
    5. Township Fund Replacement Tax check was received for \$3,903.47
    6. Rivistas subscription quote
      - a. It is a company that manages newspapers and magazines
      - b. \$1971.05 annual fee for 21 subscriptions
      - c. This would be one fee as opposed to paying separate ones
      - d. Saves time and would be a 14% discount
  - B. Youth and Programs Report (submitted by Jennifer Buchanan)
    1. Around 10 children attend story time each week
    2. Halloween Book Giveaway—free books for kids who come to the library October 24-31
    3. Starting 11/9, there will be monthly classes at the library that involve a STEM-centered project for students' 2<sup>nd</sup> grade and up
    4. There will be a Teen Advisory Board working with students from Unit 10 and Unit 20

5. At the Friends meeting, Connie Pacholski announced the United Fund of Lawrence County will disband. The remaining funds will be split among their usual recipients, one of which is the Friends
- V. Unfinished Business
- A. Update on Ceiling/Light Project—J. White
    1. The project has been put out for bids
    2. Pre-Bid Conference: Contractors interested in bidding will come to the library to look at the project—Thursday, October 20, 10 to 10:30 am
    3. Bid Opening is October 27th, 10 to 10:30 am (a person from each bidding company will come with a sealed envelope, bids are opened at the meeting)
  - B. Finalize Grievance Procedure—D. Brumley
    1. Dianne presented a draft of a revised grievance procedure with the addition of contacting the Personnel Committee chair via email
    2. Joan motioned to accept the draft of the revised grievance procedure, Julie seconded. Motion passed
- VI. New Business
- A. Consolidated Election April 4, 2023—D. Brumley
    1. Three library trustee positions on ballot—Joan, Cyndi, and John
    2. All agreed to run again, and packets were handed out
  - B. Discussion of Erate TY 2023 Category 2 Equipment Upgrade Application—D. Brumley
    1. Dianne went over the categories
    2. A fiber optic cable to the computer in the research room may be a project to add—Dianne will proceed getting the needed information
- VII. Truth In-Taxation Compliance (not required)
- VIII. Other Business
- A. Discussion of Per Capita requirements (1 of 2) for Next Application—D. Brumley
    1. Dianne reviewed the above as part of the per capita grant application
    2. The library's mission statement is one thing Dianne would like to address
    3. Another area to be addressed in the future is the disaster plan
  - B. Flag Pole
    1. John noted the flag pole is in need of repair
- IX. Executive Session (not required)

Submitted by:

Cynthia Hays-Morris, Secretary