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**Rose Free Library**

**Board of Trustees Meeting Minutes**

**November 18, 2024 @ 6pm**

Call to Order: Jennifer at 6:07 Attending: Jennifer, Deanna, Lori, Cheri, Laurie (Zoom) Absent: Christina, Toni

Secretary’s Report: Laurie – Virtual Cheri made a motion to accept the minutes, and Lori seconded. Motion accepted.

Treasurer’s Report: Toni – absent

Librarian’s Report: Deanna – Grant application for the Guido & Ellen Palma Foundation for songwriting is completed.

Policies:

-Circulation Policy – Cherie made a motion to approve the policy as amended and Laurie seconded. Motion approved.

-By-Laws - Cherie Made a motion to approve the policy with our charter change and Laurie seconded. Motion approved

-Confidential Library Records – Laurie made a motion to approve as amended, and Lori seconded. Motion approved.

The following policies were reviewed and no changes made:

-Whistleblowers Policy

-Food and Drink Policy

-Anti-Discrimination Policy

-Conflict of Interest Policy

-Code of Service Policy

-Sexual Harassment Policy

-Technology Disaster recovery plan

-Budget Policy

-Collection

-Open Meetings

-Records Retention and Removal

-Code of Conduct

We had a visitor – Steve Groat – on the committee for the solar panels going on 414 –EDF Solar Company will donate $5,000 from this project for the library and even if the solar panel project doesn’t go through, the library will receive the money. Deanna asked about how to do dental insurance if she pays, since she has a number of dental issues. She suggested writing a check to give to the village, or she could just have it taken out of her paycheck.

Per Ron’s response to the director’s question about giving bonuses or gift cards to employees - The Board is not allowed to give bonuses or gift cards to employees, so we will not be able to do this going forward. Deanna shared This Week in OSC Audits from Ron’s Director’s Briefing about making sure your budget is will documented and the board only asks for as much as they need to run the library. Shelving will be priced and looked at for purchasing with money we have in our budget. We are changing our anime club to teen drop-in. The infant and toddler group is going well. Our Yule Ball is coming up soon and that will end our Harry Potter events. Toni has missed meetings where we need info – Jennifer will email her. We need to find out how libraries have paid treasurers – Jennifer will email Ron about this.

Committee Reports: None

Old Business:

* Shelving – discussed during the librarian’s report on budget
* How to accept online donations – We need to choose what app we will use.
* Trustee training – must be done before the end of the year.
* Landscaper – we will plan for next spring
* Board for 2025 planning – we are still thinking about whether we need any additional Board members.

New Business:

* Policies – done under the Librarian’s report

Adjournment: @ 6:57

Next Meeting: December 9 – Budget