

Gowanda Free Library Board Meeting Minutes 09/21/23

President Charity Knighten calls meeting to order at 6:32pm.

Director gives report.

- Discussed security systems and needing more clarifications on quotes.
- What to do with books not circulated and how to remove them if needed.
- President to continue conversation to accept 50k from executor of Charles A Groves estate, Hayley Wilkins seconded, all in favor.
- paving/fixing parking lot.
- Questioned if we provide retirement for employees, Hayley Wilkins clarified that we do not.

Treasurer Hayley Wilkins gives report

Friends report

Thanking Heidi and Deb for helping. Mums were at the library, sale will go on.

President opens new business

*Directors evaluation:

Vote on removing VII. 3. Remove appropriate certification.

II. 2. Representing board during new member orientation.

VI. 4. Conduct new board member orientations.

*President moves to make three edits on director evaluations. Hayley Wilkins seconds, all in favor.

*CCLS annual meeting, pays for two members to attend on October 11, 2023.

* Discussed updating hours. Go to winter hours and summer hours. Cut the hours to better accommodate the staff.

*Try Saturdays off for the winter, starting October 23, 2023.

Saturdays closed, Monday, Tuesday, Thursday, Friday 10am-4pm, Wednesday 10am-7pm.

President motions for new winter hours and to reevaluate in March for summer hours, Hayley Wilkins seconds, all in favor.

*Sexual harassment training for all staff and board is to be done and it will be available in the library.

*Trustee training this year, library based training. Charity will discuss with Jan. Heidi will get the sheet to sign off on sexual harassment training.

*Move policy updates to next meeting.

*Heidi went through all the minutes to ensure if we needed to update policies, they were updated.

*entrusting Heidi to use and carry credit cards as needed.

*remove #4 and #5 from cc policy. Hayley Wilkins motioned to remove, Charity Knighten seconds, all in favor.

*discuss personnel policy, board read bereavement policy, sick time specifically.

*Removing circulation policy. (Board of Trustees Approved minutes with one edit. Instead of the word "removing", the Board will revise the Circulation Policy)

Next Board Meeting is November 16, 2023.

Meeting adjourned by President, Hayley Wilkins seconded, all in favor 8:10pm.