WINCHESTER PUBLIC LIBRARY BOARD MINUTES

August 3, 2021

**Members Present:** Merrilyn Fedder, Janet Gant, Carol Sipes, Andie Fundel, Roger Pratt, Gina Glossop, J.R. Paslay and head Librarian, Jeanette Wallace.

**Members Absent:** Alice Ballard and John Coonrod.

**Minutes:** Chairwoman Fedder opened the meeting at 7:00 p.m. and welcomed our new Head Librarian, Jeanette Wallace. There were no public comments. The minutes were approved as presented.

**Financial Report:** Merrilyn gave the financial Report and it will be filed for audit. The monthly interest from the Milliken estate was $46.71.

**Librarian’s Report:** Jeanette reported 4 new patrons and an increase in readership. She presented bills in the amount of $1,860.27 for the month of July. Andie made a motion to pay the bills, seconded by Carol. Roll call vote, all yes.

**Committee Reports:**

**Building and Grounds:** None

**Policy and Personnel:** The board suggested a policy on the gifting and donation of books to the library. Library books are regularly “weeded” to allow space for new authors and additions to our patrons’ favorite authors. Jeanette will work on updating the library’s “Mission Statement” and Face Book page.

**Grants:** The USDA grant is still pending.

**Computers**: Vortman’s made a computer service/repair call.

**Correspondence:** None

**Building and Construction:** The ad for construction bids was published in the July 22, 2021 edition of the Jacksonville Journal. The bids will be opened at 2:00 p.m. on August 19, 2021 in City Hall.

**Old Business:** The tape recorder that is used for executive meetings needs to be replaced. The personnel committee was asking for recommendations for a “request time change form” for library employees.

**New Business:** Jeanette reported the card catalog hours will be removed from the financial statement since cataloging is done during regular working hours. Permission was given to discontinue the policy of “late fees.” There was a discussion on printing, copying and fax fees. Gina made a motion to charge ten cents per page for copying and printing and one dollar for the use of the fax machine. Mandie seconded the motion; motion approved. This policy needs to be typed and dated for the next meeting. Merrilyn and Jeanette will make a new holiday schedule, stating when the library will be closed. Darlene Smith will be honored at the City Council meeting on Wednesday night and Merrilyn plans to attend.

The library will host a reception for Darlene on Saturday, August 13, 2021 from 10:00 to twelve noon.

**Adjourn:**

Mandie made the motion to adjourn.

After the meeting, we honored Carol Sipes who is retiring from the library board after 35 years of service. Carol and Larry will be moving at the end of the month.