

Syracuse – Turkey Creek Township Public Library
Board Meeting Minutes
April 15th, 2024 at 5:45 p.m.

Call to order: Diana Castell, Jill Howard, Nancy Nelson, Carol Boone, Jan Rose, Tom Hoover

Absent: Diana Clark

Library Director: Kim Blaha

Assistant Director/Treasurer: Michelle Parker

Board Meeting Minutes: *Jill Howard moved, Tom Hoover seconded, all approved the minutes of the March 2024 board meeting.*

Financial Report and Approval of Expenditures: Diana Castell asked about cost of snow plowing. Kim Blaha, library director, said the library would not use the same company again.

Nancy Nelson moved, Jan Rose seconded, all approved the financial reports and expenditures.

Reports:

- a) Library Director: Kim Blaha shared that the Friends of the Library treated all staff during National Library Week. She also discussed the various staff office swaps and handing out Eclipse Glasses for the Eclipse.
- b) Staff Report: Michelle Parker, Young Adult Services Librarian, updated on the Mario Escape Room being a success as well as other young adult activities.
- c) Activity and Statistical Reports: Diana Castell raised concern about not having a bank in Syracuse. Discussion ensued and the consensus was it was a lot of work to change banks and to table it for now. Tom Hoover suggested that the library should not be paying for checks.

Nancy Nelson moved, Jill Howard seconded, all approved the monthly reports.

Old Business

- a) Kim Blaha, library director, discussed the handbook update. Jan Rose asked about staff use of earbuds, it was clarified that they cannot be used at service desks. Diana Castell asked if passwords should be updated more than once a year, Kim Blaha noted that once a year was the recommended amount. *Carol Boone moved, Nancy Nelson seconded, and all approved the new handbook.*
- b) Kim Blaha, library director, discussed the Strategic Plan update. Tom Hoover talked about how donors would want to see strategic plan. Diana Castell suggested WACF should be included in the collaboration section and education should be in the strategic plan more. Nancy Nelson asked if computers could be replaced if they break outside of the replacement schedule. *Tom Hoover moved, Carol Boone seconded, and all approved the Strategic Plan.*

New Business: none

Other Business:

- a) Library Director: Kim Blaha
 - a. Building Project Update:
 - i. Steve Snyder has ordered the survey.
 - ii. The first task is to pick an architect, the architect proposals are due by April 19th.
 - iii. Baker Tilly will check back in on May 13.
 - iv. Need to have a separate meeting for architects' presentations, preferably before the May 20th board meeting.
 - v. County Council meeting approval will be needed in process, recommended that board members and director attend meetings.
 - vi. Bond 101 with Baker Tilly will be scheduled for July or August.
 - vii. Kim suggested that we thank the town council for land donation.
 - viii. Presented architect proposal questions and presentation questions. Suggested that board should agree on certain questions as a board before the architect presents.
 - b. New Staff Hire: Hanna Kunkel as Young Adult Services Librarian. *Tom Hoover moved, Jill Howard seconded, and all approved the hire of Hanna Kunkel as the new Young Adult Services Librarian.*
- b) Board Members:
 - a. Jan Rose said that Kay Young will not charge for her work and will try to get the Title company to do their part for free.
 - b. Board members think that Jean Inslee will not sell her lot.
 - c. Architects, visiting libraries they created, and different foundations for fundraising were discussed.

Adjournment:

Nancy Nelson moved to adjourn, Jill Howard seconded, all approved.

Next meeting will be Monday, May 20, 2024, at 5:45 p.m.