

**Syracuse-Turkey Creek Township Public Library  
Board Meeting Minutes  
January 22, 2024**

**Annual Financial Meeting**

**Call to order:** Carol Boone, Diana Castell, Diana Clark, Tom Hoover, and Jill Howard  
Library director: Kim Blaha

The annual financial meeting included an analysis of library expenditures and appropriations for 2023, a final transfer of funds, an election of officers for 2024, a decision on adding a board member with check signing permission, and an overview of upcoming board appointment expirations.

**Board officers in 2024:** President: Diana Castell

Vice President: Diana Clark

Secretary: Nancy Nelson

Treasurer: Michelle Parker, library employee appointed 1/1/2024 - 12/31/2024

**Check Signing permission:** Diana Clark, Board Vice President

**Board Members with expiring appointments:**

Diana Castell 12/31/2024

Jill Howard 12/31/2024

**The regular monthly meeting began at 6:05 p.m.**

**Call to order:** Carol Boone, Diana Castell, Diana Clark, Tom Hoover, Jill Howard, Kim Blaha

**Board meeting minutes**

*Jill Howard moved, and Jan Rose seconded the minutes of December 18, 2023, be approved. This was approved by all.*

**Financial report and approval of expenditures**

*Jill Howard moved, and Jan Rose seconded the approval of the December monthly financial report and expenditures. This was approved by all.*

**Reports:**

- (a) Library Director: The audit exit interview went well. Kim Blaha and Diana Castell met with the auditors. We are still awaiting the official bill that will be due for the auditing process. Kim mentioned all that Emilia has taken on for the library and is very proud of her extra efforts all while finishing up her master's degree in library science. Way to go, Emilia.
- (b) Staff Report: The young adult art show open house is at North Webster library on Friday, Jan 26 from 6 – 8 PM. All are invited to attend. This was a team effort between the young adult departments of both libraries with many students turning in some impressive art projects. There will be a family paint night in the children's department and summer reading planning has already begun.
- (c) Activity and Statistical reports: Michelle has been working on compiling a report that will provide statistics for the entire year of 2023.

*Diana Clark moved, and Carol Boone seconded the approval of the director, staff, and activity reports. This was unanimously approved.*

**Old Business**

- (a) Building maintenance: It was decided that the library would hire a maintenance person on staff to replace Superior Janitorial Solutions for cleaning and maintenance of the library building and grounds.

Update on Dolan Drive property: The underground tank that was scheduled to be removed was found to be two large metal pipes closely adjacent. It was decided that the pipes did not need to be removed. An updated Phase I study will be required before the library is able to sign the deed for the Dolan Drive property. That should be done in the next 2 weeks.

*Tom Hoover moved, and Jill Howard seconded the motion to hire a maintenance person to maintain the building and grounds. This was passed by all.*

**Adjournment**

*Jill Howard moved, and Diana Clark seconded the motion to adjourn. This was passed by all.*

The next board meeting will be on Monday, February 19, 2024, at 5:45 PM.