

**Syracuse -Turkey Creek Township Public Library  
Board Meeting Minutes  
March 18th, 2024 at 5:45 p.m.**

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

**Library Director:** Kim Blaha

**Guest:** Kathy Waggoner from Design Collaborative

**Board meeting minutes** *Jill Howard moved, and Jan Rose seconded the minutes of February 2024, be approved. This was approved by all.*

**Financial report and approval of expenditures** *Jan Rose moved, and Tom Hoover seconded the approval of the monthly financial report and expenditures. This was approved by all.*

**Reports:**

a) Library Director: Kim Blaha shared statistics with the board. It was discussed that though circulation was up, program attendance numbers were down.

b) Staff Report: The children's department reported that summer reading planning is under way. Diana Clark inquired about the new app Beanstack, which will be used this year to assist patrons in logging their summer reading.

c) Activity and Statistical Reports: Kim Blaha briefly discussed that programming numbers may be down because of the new way that statistics are being kept. Kim Blaha also shared that hotpots are constantly checked out, oftentimes with none available.

*Jill Howard moved, and Tom Hoover seconded to approve the monthly reports. This was approved by all.*

**Old Business:**

a) Kim Blaha spoke with Financial Advisors Baker Tilly. She found out that the first step before starting the building project was to decide on an Architect. Kim has met with three different firms and shared with the board that she would like to form committees to cover the various aspects of the upcoming building project. These committees will allow the library to better focus on the overall project. She suggested that there be four people per committee. It was decided that the following members be on each committee:

**Team Committee** – Diana Clark, Nancy Nelson, Carol Boone, Jill Howard, Kim Blaha  
Works closely with partners - Financial advisors, Bond counsel, Architect

**Fundraising Committee** – Nancy Nelson, Diana Castell, Jill Howard, Tom Hoover, Kim Blaha  
Find sources of funding, understand bond process

**Building Committee** – Diana Castell, Tom Hoover, Jan Rose, Kim Blaha  
Dealing with practical details of the project

Kim Blaha informed the board that a survey is needed for the Dolan Drive property. The board agreed to have the survey done. *Jill Howard moved; Nancy Nelson seconded, all approved.*

Next, a fundraising flyer example was shared, and it was discussed on who would like to be a part of the fundraising committee (assigned above.) Further, she asked that the board review some pamphlets from the architects and asked that the board members review the websites of each firm. Tom Hoover asked where the firms were located: Ratio is in Indianapolis, krM is also in Indianapolis, and Design Collaborative is from Fort Wayne.

b) Request for Proposal: Kim Blaha presented a Request for Proposal (RFP). The RFP will be sent to the architects to share with them the scope of the work requested. The RFP also included a brief history of the library and the community. It also included building site information. *Nancy Nelson moved to send the RFP to the architects and Carol Boone seconded, all approved.*

Tom Hoover suggested that the Chamber be involved in fundraising.

**New Business:** none

**Other Business:**

a) Strategic Plan Update: Kim Blaha shared a Strategic Plan for 2024 – 2027. The first page of the plan shared the library's Mission Statement, Vision Statement, and Core Values. The subsequent pages shared three priorities: Enhance Library Services by Building a New Building, Inspire Community Learning, and Expand the Perception of What the Library Offers. She also discussed how the strategic plan and the new building are mutually beneficial. She asked that the board review the plan and reach out to her with any questions, concerns, etc. Once approved, it will be sent to the State Library.

**Adjournment:**

*Nancy Nelson moved that the meeting be adjourned, Jill Howard seconded, all approved.*

Next meeting will be Monday, April 15th, 2024, at 5:45 PM.