

**ALBION MUNICIPAL LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**September 28, 2023, at 5:30 pm**

Kim Roche called the meeting to order at 5:32 pm.

**Roll Call** – Kim Roche, Lois Keefer, Karen Oaks, Ben Rothman on conference call, Wade Dooley arrived later, Director – Hanna Karim

**Minutes from the August 31, 2023, meeting** – Lois made the motion, 2<sup>nd</sup> by Ben to approve the minutes.

**Committee Reports**

- **Financial** – Reviewed
- **Personnel** – Yearly director evaluation – Hanna has gone through the annual evaluation. A copy will be placed in her personnel file at City Hall.  
Upcoming time off – Hanna has asked for October 7-11 off. Lynne Borton will cover.
- **Fundraising** – Trivia Night – L&L Book Club - October 26. 6-7:30 p.m. \$5 per team entry fee.  
Friends of the Library Update – Next meeting is September 30 at 10:30 a.m.  
Applying for grants through several banks & businesses – Hanna will do visits.
- **Programming** – Librarian’s Report – Upcoming programs & activities were reviewed.

**Librarian’s Report** – Our Halloween Party will be October 28 from 2-4:30 p.m.

- **Unfinished Business**
  - Policy 2.1 Review – Cooperation with other Libraries – Lois moved to remove this policy, 2<sup>nd</sup> by Ben. Approved.
  - Policy 3.3 Review – Library of Things Update – Tabled to next meeting.

**New Business** –

- **Review of next section of Strategic Plan** – The following goals were reviewed: Goal 1: Children will have an improved children’s area at the library, Goal 2: Teens will have a designated space in the library, Goal 3: The public will have more space for meetings and programs at the library, Goal 4 – The public will see a vibrant web presence from the library.
- **Halloween Party Plans** – Pumpkins, games, costume contest – October 28.
- **Interior and exterior building updates** –
  - Door openers – We were given the ok to install handicap automatic door openers.
  - Memorial bench area – Two benches were installed in the front of the library in memory of David Uhde.
  - Tree trimming – The pine tree in the parking lot has been trimmed.
  - New sign – The new sign will be put up possibly in October. An electrical line needs to be put in first.

Lois made the motion, 2<sup>nd</sup> by Karen to adjourn the meeting at 6:37 p.m.  
The next meeting will be on October 19 at 5:30 pm.



