**ALBION MUNICIPAL LIBRARY**

**BOARD OF TRUSTEES MEETING**

**September 15, 2022, at 5:30 pm**

Wade called the meeting to order at 5:35 pm.

**Roll Call** – Wade Dooley, Ben Rothman, Lois Keefer, Karen Oaks, Kim Roche,

 Hanna Karim – Director, Lynne Borton, guest

**Minutes from the August 18 meeting** – Approved with corrections as noted.

**Minutes from the September 11 special meeting –** Kim made the motion, 2nd by Lois, to approve as stated.

**Committee Reports**

* **Financial – City Clerk report** – Approved

 **Fundraising Letter update** – Tabled until October meeting.

* **Programming** – **Fall Programs** – Two additional baking projects added.

  **Halloween Party** – Lynne B. – October 29 from 4:00-6:00 pm.

* **Personnel – Library Volunteers** – We will plan on volunteers working on Tuesdays, Thursdays and Saturdays.

 **Volunteer document –** Lynne B – Lynne typed up a list of things all volunteers need to know.

* **Discuss Employee Evaluations** – They will be reviewed at 3 months and 6 months.

**Library Report**

* **September Overview** – Library cleaning by volunteers; Hanna is in the process of meeting the volunteers individually; the Work Room has been organized; should the puppets be played with? Hanna will check into the CDC code.
* **Director Training** – Has been started.

**Unfinished Business**

* **Junior Library Guild subscription** – This is a book service used at Director’s discretion. All information was given to Hanna.
* **Marquee repair/replacement** – The Library has been offered a used color, LED sign free, with free installation. The library would be responsible for the base and wiring expense.
* **Security Camera** – A wire for the non-functional security camera has been cut under the desk. It will get repaired.

**New Business**

* **Fall/Winter Library Hours –** Karen made the motion, 2nd by Ben, to set the fall hours, starting October 1, as Tuesday, Wednesday, and Friday 10:00-6:00, Thursday 10:00-7:00, Saturday, from 10:00-2:00. The library will be closed Sunday and Monday.

**Unfinished Business (cont.**)

* **Policy Updates –** The following policies were reviewed and revised, if needed: By-Laws, Circulation Policy and Procedures, and Library Card. The City Ordinance No. 16 was reviewed. These will be approved next month.
* **Brick Engraving –** Will get done in the next couple of months.

Ben made the motion, 2nd by Lois, to adjourn the meeting at 7:46 pm.

The next meeting will be October 20, 2022, at 5:30 pm.