

OLIVE FREE LIBRARY
Board of Trustees Meeting
December 13, 2023

In attendance:

President and Chair of the meeting, David Edinger and Secretary, Kimberly Daley

Also in attendance: Chrissy Lawlor, Meg Soltis, Nathalie Andrews, Susan York, Donna Elberg, Karen Heusel, Tom Hammang, Hailey Peck, and Melissa McHugh. Absent: Fara Warner.

The meeting, held in person at the library, was called to order at 6:31 pm by David Edinger.

Approval of Consent Agenda:

=> Consent Agenda: Items included are November minutes, prepayments list, donations, and warrants list. Board members reviewed items before the meeting. Nathalie makes a motion to accept the Consent Agenda. All in favor. **Motion approved.**

Committee Reports:

=> Meg submitted notes from the last Friend's Group meeting held December 7, 2023. Board member reviewed notes. No actions or proposals made.

=> Nathalie submitted notes from the last Art Exhibition Committee meeting held November 14, 2023. Board members reviewed notes. No actions or proposals made.

=> Kim submitted notes from the annual OFL Trust Trustee meeting held December 1, 2023. Board members reviewed notes. Trustees approved distribution of \$85,000 to the library in 2024.

=> Kim submitted notes from the last Building Committee meeting held December 7, 2023. Board members reviewed notes. No actions or proposals made.

Issues to vote on:

=> Approval of 2024 Budget: The finance committee submitted the final budget for approval. Board members discussed the proposed budget deficit. Susan makes a motion to approve the budget. All in favor. **Motion approved.**

=> Approval of Long Range Plan: The committee submitted the final plan for the next five years. Board members reviewed the plan. Kim makes a motion to accept the LRP. All in favor. **Motion approved.**

=> Approval of holiday dates for 2024: Chrissy sent the board proposed holidays in 2024 when the library will be closed. Board members reviewed the 13 dates. Nathalie makes a motion to approve the days closed list. All in favor. **Motion approved.**

New Business:

=> Chrissy's resignation: David reiterates an email he sent to board members the previous day that Chrissy will be leaving the library. Her last day is January 5th. Chrissy recommends Melissa McHugh for interim director and states the staff really like Melissa and would be very happy if she took over as director. Board members asked Melissa questions regarding the Annual Report filing (Shea can help in Chrissy's absence), management experience, grant writing capabilities, museum room replacement staff, and her desire to be the director.

Director's Report:

=> Chrissy updates on her efforts to find an accountant for the financial review. So far she only has one proposal for \$6,250.

=> Chrissy updates on furniture purchase. The chairs with tablet arms are not available. The caster is in for the table. A follow up is needed to get the caster, and to find another option for tablet chairs.

=> Chrissy updates on the Holiday Fair. The Friends Group made just over \$2,000 in raffles and cookie sales. This amount is to be matched by the board for furniture purchases.

Treasurer's Report:

=> Nathalie submitted the November report. Board members reviewed report, and discussed the notes on the Trust Trustee meeting.

Motion to Adjourn made by Nathalie. Meeting adjourned at 7:35 pm. Board goes into executive session.