

Harper Library Board Meeting Minutes
October 17, 2022

Location: Harper Library

Present: Carol Decker, President; Tomi Pugh, Vice President; Courtney Anderson, Secretary; Paulette Leyendecker, Treasurer; Suzanne Jacobs, Director; Scot Danner, Director

Guests: Terri Criswell, Mari Praisewater, Linda Lee, Laura Foster, Sharon Kasper, Chuck Leinweber, Sandra Leinweber, Danny Criswell, Kerry Sandstrom, Sally Sandstrom

Excused Absence: Rusty Keck

Call to Order: 4:30 PM

Carol Decker

Pledge of Allegiance

Public Comments

- Sandra Leinweber thanked volunteers who stepped up to keep the Resale Shop open; she also emphasized the need for open lines of communication; running of shop is fluid
- Tomi Pugh thanked Resale Shop volunteers for a record month in September
- Linda Lee reminded everyone of the upcoming Chamber of Commerce meeting with Kyle Biedermann as the guest speaker
- Terri Criswell thanked the board for their support of the Resale Shop and vote of confidence in new leaders and recapped the previous month in Resale shop.
- Sandra Leinweber reiterated that the running of the Resale Shop is and should be fluid

Minutes: Previously corrected via email, approved by acclamation.

Communications:

- Carol Decker dropped off 2-year contract with Gillespie County judge's secretary.

Oath of Office:

Carol Decker

- Tomi Pugh and Paulette Leyendecker took the oaths of office for Vice President and Treasurer, respectively.

Treasurer's Reports: Attached

Paulette Leyendecker

Library Director's Monthly Report: Attached

Laura Foster

- The board will cover Laura's hotel costs and mileage for the Texas Library Association district meeting in San Antonio.

Resale Shop Resource Team Monthly Reports: Attached

Terri Criswell

- September was the highest month of sales since shop opened in December 2010
- Tomi Pugh suggestion: post thanks to customers for record month on Facebook page

Old Business

- AED Committee Update: Laura Foster
 - A big thank you to Kerry and Sally Sandstrom for donating the AED to the Library
 - Need help hanging box for AED; will hang signs

- Working on setting up CPR training with Kim Long; possible alternative Catherine Kuhlmann
- Kerry Sandstrom: children's pads not included with AED; need to notify first responders of Library hours and availability of access
- Laura will notify the Gillespie Co. Sheriff
- Library Building Door Locks Tomi Pugh
 - All locks changed and new keys labeled and distributed
 - Kerry Sandstrom: need to add "check doors" to closing procedures lists
 - List of keys is updated
 - Thanks to Scot Danner for trimming all the trees in the parking lot
- Review 5-year plan Scot Danner
 - Tomi Pugh, Kerry Sandstrom, Mari Praisewater and Terri Criswell will join Scot Danner on 5-Year Plan Committee
 - Possible additions to the 5-year plan: replace filing cabinets in the library, consider adding a cover/awning over the warehouse door, gutters on the front porch of the Resale Shop, repaint handicap parking spots, replace Laura's computer
 - 5-Year Plan should be a living document of improvements to be made. It will be placed on the Board agenda at least quarterly.
 - Propose Laura looks over suggestions for feasibility and address next month
 - Look into grants for replacing/updating library equipment

Closed Executive Session convened at 5:10 pm to discuss personnel issues.

Open session resumed at 5:20 pm

New Business

- Resale Shop Management Suggestions
 - Tomi Pugh made a motion that the current management team continue with Terri doing reports, scheduling, and email communications; Suzanne in charge of the sales floor and Sandra in charge of the warehouse; Paulette serving as on-call for cashier/register questions; all department heads running their own departments; continuing monthly meetings; all emails sent to all volunteers; current leadership updating policies (esp. 2-year election term for leadership) and sharing at next meeting; seconded by Scot Danner, approved by board
 - Tomi resigned as Board Liaison. Currently no need for the position since four Board members are Resale Shop volunteers
- Appointment of Budget Committee Carol Decker
 - Paulette Leyendecker, Laura Foster, Sandra Leinweber appointed

Meeting Adjourned: 5:25 PM

Signed after approval at the next Board meeting.

President, Carol Decker

Secretary Courtney Anderson

Date