Library Board Meeting July 15, 2026

Attending: Jess, Deb M., Diane, Elizabeth, Tina, Bill, Peter, Anna

I. Minutes from the June meeting – minutes approved as written (motion by Tina, 2^{nd} by Bill, unanimous approval)
   a. No board meeting planned for August – next meeting will be September 16, 2026.

II. Financial Report
   a. Requested $5,000 from the town of the $10,000 allotment expected in 2026.
   b. Moved $4,000 from savings into checking account.
   c. Donation to fire department of $2,314 (half from bake sale proceeds and half contributed from library) processed this month.
   d. Russel Cox will be a paid event for the month of July
   e. Remaining budgets to spend on books for 2026:
      i. Cassandra has set aside old children books that have not been checked out in a long time, and we should look to replace them.
      ii. $380 remaining for children's books, $600 remaining for adult books

III. Coordinators Report
   a. Appleton Historical Society requested to borrow the screen and projector for their August meeting at the Meeting House.
      i. Board approved request. Consider expanding policies to cover instances of borrowing projection equipment if a similar request arises in the future.
   b. Meeting Room Use/Events:
      i. Reclaiming Peace (a non-profit organization) plans to continue to routinely use the Meeting Room to host community therapy sessions that target teens and adults in rural communities. Organizer plans to start another multi-week therapy session starting in September.
         1. At this time, Reclaiming Peace has had their use fees waived since they are a non-profit and are providing a service to the community.
         2. Reclaiming Peace also will be leading a meditation group that will meet weekly.
      ii. Appleton Astrology Association reached out about potentially utilizing the Meeting Room to host their meetings.
      iii. Yoga led by Kyla will begin again in September.
         1. Fee currently waived as it provides a service to the community.
   c. Google Calendar:
      i. To ease communication between volunteers and manage Meeting Room usage, the Library Coordinator will establish/update a Google Calendar for the Library.
         1. Calendar will be shared with volunteers with editing permissions retained to the Coordinator.
   d. Heat Pump Question
      i. Clarification requested for operating instructions for the heat pumps in the library in the summer.

            1. Board discussed and decided for efficiency purposes, all 3 heat pumps should be placed on the same temperature, in cool mode and not powered off regardless if the library is occupied or not.
                a. Library Coordinator to provide clarification to volunteers.
    e. Volunteer Name Tags
        i. Seeking consensus on the use of staff name tags when volunteers are working.
            1. Board decided we should continue to set the expectation that people should wear their name tags to help patrons identify library staff.
    f. Cataloging Question:
        i. Discussion regarding the cataloging training document and who can/should catalog for the library.
            1. To maintain consistency in cataloging, the Library Coordinator shall be the one who catalogs books in the library.

IV. Event Coordinator Report
    a. Dolly Parton Imagination Library:
        i. Enrollment in program has risen to include <u>39 children</u> in Appleton
            1. Discussion with Town of Appleton to further advertise the program in hopes to reach the last families who are either not affiliated with the school or are not current library card holders.
    b. Ice Cream Social
        i. Summer Reading program has good enrollment and the culmination Ice Cream Social event is planned for August 22nd.

V. Old Business
    a. Volunteer Appreciation Event
        i. Dinner is planned for September 20, 2026 at 5:00 p.m.
            1. Library Coordinator shall verify date with volunteers. Board to discuss menu and organization into coming weeks.
    b. Heating System Replacement:
        i. Still working to execute contract to purchase and install new furnace
            1. Tina to follow up with Heather and Keith regarding update.
    c. Policy Review Update:
        i. Key Policy: Board reviewed proposed draft of revised Key Policy, Key Log and Keyholder Acknowledgement documents. Decision was to move forward with Key Policy and Key Log as proposed, and decline the use of a Keyholder Acknowledgement document.
            1. Motion to approve revised Key Policy and Key Log passed (Motioned Bill, 2nd Peter, unanimous vote)
        ii. Policies in binder need to be updated with most recent versions of policies.
        iii. Next policy for committee to draft is a Challenged Book policy.
            1. Tina and Deb M. requested to participate with this policy.
    d. National Digital Equity
        i. Tina is now authorized to instruct courses.

VI. New Business:

a. Donation of Playset

i. Deb M. found a CedarWorks playset that can be donated to the library. (Playset is valued at $14,000)

1. Playset must be disassembled and removed from CedarWorks in Rockport by July 24th
2. Discussion from the Board of action items to move forward:
    a. Insurance Coverage
        i. Anna and Bill to get a quote for insurance coverage for playset usage
    b. Groundwork
        i. Potential for ARC to donate mulch for use in the play area
    c. Location for play area
        i. Grounds need to be assessed to determine where the playset can be placed on premises.
3. Board approved Deb coordinating the collection of the playset by July 24th. Playset will be stored off premises until action items are addressed.

b. Designation of Library as a Safe Space

i. Motion was approved by the Board to designate the Library as a Safe Space and place signage notifying that federal agents cannot enter the premises unless they have permission or hold a duly executed judicial warrant for such entrance. (motion by Peter, 2nd by Bill, unanimous approval)

1. Education materials and handouts placed in the library for volunteers and patrons.