

Harper Library Board Meeting Minutes  
November 20, 2023

Location: Harper Library

Present: Tomi Pugh, President; Scot Danner, Vice President; Courtney Anderson, Secretary; Mari Praisewater, Treasurer; Suzanne Jacobs, Director; Chuck Leinweber, Director

Excused Absence: Sivalee Mauldin, Director

Guests: Denise Mozingo, Terri Criswell, Linda Lee, Barbara Eastwood

Call to Order: 4:30 PM

Tomi Pugh

Pledge of Allegiance

Public Comments

- Linda Lee: Harper Chamber meeting Wednesday, speaker representative from the appraisal district; chamber partnered with HVFD to provide ceremonial tree lighting Dec 2 at the fire station

Minutes: Scot moved to approve minutes, Chuck seconded; approved

Communications

- Letter ready to send to Judge Jones (copy sent to Commissioner Keith Kramer) requesting the annual \$9,000 from the county to be mailed with yearly budget upon approval

President's Update

Tomi Pugh

- Toys for Tots box accepting donations until 12/10
- Two new volunteers in the Library: Cindy Barkley and Joanne Shun

Treasurer's Reports: Attached

Mari Praisewater

- The SSBT 3-month CD did not get renewed until October during bank leadership changeover; no income for October; will check on auto-renewal; new rate 5.2%

Library Director's Monthly Report: Attached

Denise Mozingo

- Denise will plan winter activities to start earlier so patrons will not be driving home in the dark

Resale Shop Team Monthly Reports: Attached

Terri Criswell

- Resale Shop was closed on Thanksgiving weekend and the Library closed for Thursday and Friday but remained open that Saturday
- Both the Resale Shop and the Library will be closed the Saturday before Christmas (12/23)
- No Resale Shop Team meeting in December

Ebay Sales Update

Suzanne Jacobs

- Numbers different than Treasurer's Reports because Suzanne reports on the day the item ships, whereas Mari reports on the day the money is collected
- October \$1,011.47 in sales; so far in November \$1,265.96

- Suzanne getting comfortable with procedures and gave a thumbs up to get started on procedures manual

Old Business

- 2024 Proposed Budget: Attached Tomi Pugh
  - Emphasis that it is a *working* budget that is subject to changes as necessary
  - On target to meet budget this year; proposed budget increased per increased expenses and in anticipation of strong Resale Shop numbers
  - Chuck moved to accept the 2024 budget as proposed; Scot seconded; approved
- Landscaping Update Terri Criswell
  - Drip system checked and noted it is working but is old and may need replacing soon
  - Aquadoc well system usually winterizes rainwater collection--call soon to remind
- Volunteer Recruitment Tomi Pugh
  - Committee met--Suzanne created and distributed a flyer for recruitment and posted FaceBook videos of current volunteers
  - Volunteer Job Description Lists available in both Resale Shop and Library
  - Will submit recruitment article for the next Chamber Newsletter

New Business

- No Fees for Volunteers Tomi Pugh
  - Faxing, printing, and late fees for Library waived for all Library and Resale Shop volunteers
  - Scot moved all library fees be waited for all volunteers; Suzanne seconded; approved
- December Board Meeting Tomi Pugh
  - No December meeting 12/18 in observance of Christmas Holiday!

Adjournment: 5:10 PM

Signed after approval at the next Board meeting.

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President, Tomi Pugh

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Secretary, Courtney Anderson

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Date