

Harper Library Board Meeting Minutes  
September 18, 2023

Location: Harper Library

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

Guests: Denise Mozingo, Terri Criswell, Sandra Leinweber, Linda Lee, Jane Canfield, Sharon Kasper, Serena Burroughs

Call to Order: 4:30 PM

Tomi Pugh

Pledge of Allegiance

Public Comments

- Terri Criswell: the Eagle Scout landscaping project is moving forward in the next few weeks with mulch, gravel, repainting of plant labels, and flags to mark leaks in hoses
- Linda Lee: Harper Chamber meeting Wednesday, Harper Frontier Days festivities this weekend

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

Communications:

- none

Treasurer's Reports: Attached

Mari Praisewater

- The SSBT 3-month CD matures on September 20; no objections to rolling over into a new CD

Library Director's Monthly Report: Attached

Denise Mozingo

- Renewal of the following subscriptions: Biblionix (5yr lump sum \$6215 with 6 mo free), Overdrive (\$1500 annual), Texas Database (\$89 annual)
- Received some grant materials for eclipse, waiting on a few more

Resale Shop Team Monthly Reports: Attached

Terri Criswell

- August 19 was the largest one-day sales for 2023 and the third largest since August 2022
- Resale shop will be open for the upcoming October eclipse with these stipulations:
  - "No Public Restroom" signs posted
  - Will close door between Resale Shop and library ONLY for this day to reduce strain on septic system
  - Will close the shop if the restroom issue becomes a problem or if the library decides to close for the same reason (play by ear)

Old Business

- EBay Sales Update Suzanne Jacobs
  - \$1452.85 in EBay sales this month
  - EBay collects taxes from buyer based on their state tax rate and sends the taxes in; our sales will be included in our income for our 1099 tax form
  - EBay fees 4-6% for our non-profit status (higher for individuals)

- Cleaning Crew Suzanne Jacobs
  - We expressed dissatisfaction with quality of the cleaning job done by young man who had been cleaning; Everything has passed inspection since original cleaning crew has taken job back
- WiFi Committee Report Chuck Leinweber
  - Bee Creek did survey and will send quote to Scot shortly--expect update at next meeting
- Library Printer Replacement Tomi Pugh
  - Toshiba quote for Brother 9570 printer was \$9583.05 and includes shipping old printer back, 2 months of rent, and printer cartridges (same printer sold at Office Depot for roughly \$1100)
  - Tomi having trouble with communications with Toshiba in regards to getting a payoff quote and closing the Toshiba account; will continue to communicate
  - Denise looking for Brother printers at Office Depot that print wirelessly without downloading an app and would accommodate Windows 11
  - Scot moved to approve the purchase of a Brother printer up to \$1000 selected by Denise; Suzanne seconded; approved by board

New Business

- Budget Committee Report Mari Praisewater
  - Committee of Denise Mozingo, Mari Praisewater, and Sandra Leinweber asked to have proposed budget ready by November meeting
  - Increase funding for Summer Reading Program, etc.
- Biblionix Renewal Tomi Pugh
  - We renewed Biblionix for 5yr lump sum \$6215 with 6 mo free

Closed Executive Session convened at 5:11 pm to discuss personnel issues.

Open session resumed at 5:18 pm

- Scot moved to give Denise a raise of \$1 per hour as a thank you for a job well done; seconded by Suzanne; approved by board

Adjournment: 5:25 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