

Harper Library Board Meeting Minutes  
January 18, 2024 (postponed on January 15 due to icy weather)

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, Curtis Eastwood, Jane Canfield, Hayden Hall

Call to Order: 4:30 PM

Tomi Pugh

Pledge of Allegiance

Public Comments

- Hayden Hall updated the board on his completion of the landscaping project. He will install a new hose attachment and add a few more rocks to the picnic area. The Boy Scout troop will follow up with a Spring service project of planting new plants and possibly spray for grass growing in pathways. Extra gravel is open for the taking, and leftovers will be removed.
- Special thank you to Scot, Mari, and Sharon for winterizing the building and checking on it during the freeze!

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

Communications

- none

Annual Report

Tomi Pugh

- 2023 Fantastic year for both the Library and the Resale Shop! Update included budget and income updates for 2023, projected budget for 2024, library director hire, new library programs, patrons, and volunteers, capital improvements made in 2023 and plans for 2024, and THANK YOU'S to all volunteers!

Treasurer's Reports: Attached

Mari Praisewater

- Mari reported improved performance on Vanguard investments
- SSB&T CD now rolling over automatically with 10-day period to make changes

Library Director's Monthly Report: Attached

Denise Mozingo

Resale Shop Team Monthly Reports: Attached

Terri Criswell

- Terri reported that January sales are already looking great after the first two weekends
- Scot emphasized: if the library is open, library volunteers can take donations

Ebay Sales Update

Suzanne Jacobs

- 2023 income \$5,970.89, current January income \$591.63

- Monthly goal: \$1000
- Procedures document is still a work in progress

Old Business

- none

New Business

- Upgrade Phone System Tomi Pugh
  - Advanced Communications bid: \$1,168.91
  - Bid includes: New server with latest software, 5 phones, power supply, Brian’s tech support, separate voicemail for Resale Shop and Library with separate schedules, phone line in warehouse
  - Scot moved to authorize up to \$1500 to accept proposed bid for phone system upgrade; Chuck seconded; approved
- Possible expansion of shop Chuck Leinweber
  - Chuck noticed that eBay venture has been very successful but is jammed into a small space and in the way, and there could be more floor space so that inventory doesn’t need to be moved out as quickly
  - Could possibly expand on East side to make more space for furniture, etc.
  - Jane suggested that the Man Cave could be a great place to put the eBay section if the expansion moves forward
  - Things to check on: how close to property line and water/power hookups and will it change the septic system needs according to Dwayne Bose (oversees septic systems in Gillespie Co)
- 5-Year Plan Committee meeting Tomi Pugh
  - Approach Tomi, Scot or Chuck with input and ideas for the 5-Year Plan
- Purchase Computers (attached) Denise Mozingo
  - \$7988.20 quote for: 5 all-in-one desktops, 2 laptops, 5 Microsoft subscriptions, 2 Magic Desktop subscriptions
  - Chuck can install computers and operating systems and keep up with updates and maintenance (saves \$458 per computer! Thanks, Chuck!)
  - Scot moved to authorize up to \$10,000 for purchase of new computers per Denise’s quote; Suzanne seconded; approved
- Man Cave Shelving Suzanne Jacobs
  - \$699.86 quote for: two 6ft. wire shelving units and five 3ft. shelving units to organize the Man Cave
  - Scot moved to authorize up to \$1,000 for the purchase of shelving for the Man Cave per Suzanne’s quote; Suzanne seconded, approved

Adjournment: 5:12 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