

AGENDA
BOARD OF TRUSTEES
Monthly Meeting
January 19, 2023
6:30 P.M.

- Members in attendance: Leonard, Steve, Kathryn, Denise, Holly, Molly, David, Alice.
Also in attendance: Amanda, library director.

- Call to Order by Alice at 6:30

Consent Agenda: Official Motion to Accept:

- Minutes 12/15/22 Board Meeting.
- Financial Reports
- Director's Report (includes personnel forms and library policies)
 - Library Outreach Committee Report
 - NPL Friends Report with ending balance of \$7686.04
 - Motion made by Kathryn to accept consent agenda and seconded by Molly.
 - Motion passed unanimously.

Monthly Audit Invoices/Payments: Audited by Leonard

- Motion made by David to pay the invoices, seconded by Steve.
- Motion passed unanimously.
- February invoices will be audited by Alice
(March - David, April - Denise, May - Kathleen, June - Molly)

Old Business:

- IRS issue, unresolved

New Business:

Authorization of pre-approved claims for payment. No need for board approval for two additional monthly bills: Usherwood for copier service and BC Cleaning for entry carpets.

- Motion to add these two companies to monthly list of prepaid expenses made by Molly and seconded by Kathryn.
- Motion passed unanimously
- See entire list of prepaid expenses at [PreApproved Claims.docx](#)

- Polaris migration update (NCLS circulation system)
 - Polaris is an improvement at a lower cost
 - Replaces SIRSI, is more cloud based
 - There will be a replacement app and it will be active in April
 - One change is the need to use Microsoft Outlook rather than Gmail for improved security

- Book recycling program
 - Will help with donations
 - Program starts in April - Earth Day connection
 - Van will pick up will books on a rotating schedule
 - NPL will participate

- NCLS reminds library directors and board members to request help with campaigning for increased funding
 - We may wish to take advantage of this in advance of increased needs
 - 2019 was last increase; previous the request for increase was yearly
 - Finance Committee will plan through emails in Feb. and they will consider needs and timeline for increased budget requests.
 - Molly volunteered to serve on budget committee

- Terms of 3 board members expire this year: Molly, Leonard, and Kathleen.

- Motion to adjourn made at 6:50 by Molly and seconded by Leonard.
 - Motion passed unanimously

Next Board Meeting: February 16, 2023, 6:30 P.M., NPL Library