

Athens Community Library Board Meeting
Minutes DRAFT
March 19, 2024

Participants-

President: Jeannie Goodrich

Library Director: Missy Irons

Treasurer: Shirley Damrow

Secretary: Hannah Klein

Trustees: Kendra Falk, Robin Crance

Guests: Mike Irons

Call to Order- Meeting was called to order by Jeannie at 5:30 P.M.

Approval of Meeting Agenda – Kendra motioned to approve the meeting agenda. Shirley seconded, and the motion passed.

Announcements -There were no announcements. Athens Township Treasurer Mike Irons was present.

Public Comments-There were no public comments.

Approval of February 20, 2024 Minutes-Shirley motioned to adopt the February 20, 2024, minutes as presented. Kendra seconded the motion, and the motion passed.

Public Hearing on Budget-The board reviewed the budget for the fiscal year 2025, created by Missy. Missy explained the various line items, highlighting the budget for Wages. Missy reminded the board that the Athens Township may grant the library's board request for an increase in wages for staff. Missy budgeted less money for attorney fees, as the process of writing/revising policies is nearly complete.

Treasurer's Report- Shirley presented the treasurer's report, including the library's Balance Sheet and P&L Statement. The library's 2024 fiscal year ends on March 31st, 2024.

- a. **Adoption of Treasurer's Report:** Hannah motioned, and Robin seconded, to approve the treasurer's report as presented. The motion passed.
- b. **Payment of January Liabilities:** Hannah motioned to pay the March liabilities in the amount of \$1,127.27 as presented. Shirley seconded the motion, and the motion passed.
- c. **Credit Card Liabilities for April 2024:** The board will not be meeting in April and discussed pre-approval for payment of the April credit card invoice. The board indicated that Missy should pay the bill in April, and that formal approval will be given in May.

Library Director's Report- Missy presented the Library Director's report. Six new patrons were added to the library's roster in February. Additionally, 14 non-resident memberships were renewed. Thirty-five new books were purchased, and ninety-one donated for the month of February. Missy highlighted successful programming, including Saturday Story Time and Teen Game Night.

Missy reminded the board that she will be on vacation from March 30th through May 1st, and that assistant library director Nathaniel Mottinger will be assuming all necessary duties for her during that time.

Old Business-

- a. During the February library board meeting, the library reviewed the Leasing Services Agreement that is held with Athens Township. Missy shared that the Athens Township board will hold their annual meeting on March 25th and plans to sign the lease agreement during that time.

New Business

- a. **2023-2024 Budget Revision #2:** Missy presented a second revised budget for the fiscal year 2024. Athens Township treasurer Mike Irons offered suggestions regarding the revision. The board reviewed the revised budget. Kendra motioned to approve the revised budget as presented. Shirley seconded the motion, and the motion passed.
- b. **2024-2025 Budget:** The board voted upon the previously discussed 2025 Fiscal Budget. Shirley motioned to accept the 2025 Fiscal Budget as presented. Robin seconded, and the motion passed.
- c. **FY 2024 Audit:** The board reviewed the contract received from the library's auditors, Siegfried Crandall P.C., in preparation for the library's annual audit in June.
- d. **Summer Reading Program:** Missy shared her plans for the upcoming Summer Reading Program. Missy has applied for a grant to cover the program's expenses.
- e. **Applications to run for ACL Board Member:** Beginning with the November 2024 elections, the library board seats will be elected positions. Missy described the process to apply to run as a library board member in the November election.

The meeting was adjourned at 6:11 p.m. There will be no board meeting in April. The next regular meeting will be held on May 21st at 5:30, in the Athens Township Office Board Room.