

August 4, 2022 Red Caboose Library Board Meeting Minutes

Board Members Present: Linda Klopf, Gloria Kelly, Wendy Yager

Board Members Absent: None

Others Present: Councilman Brian Leonard

The Red Caboose Library Board Meeting was called to order at 2:01 pm in the Meeting Room of the River Bend Municipal Building with a quorum present.

I. Approval of June 23, 2022 Minutes: Minutes were distributed and read. Board member Wendy Yager made the motion to approve the minutes. Motion was seconded by Board Member Gloria Kelly. Motion was passed unanimously.

II. Library Communications:

A. Parks and Rec:

1. Liaison Report: National Night Out is planned for the evening of October 2nd, Community Day planned for October 22, 2022.
2. 4th of July Parade Review: Celebration was very well attended. Library "float" was well received by the community. We ran out the Caboose Bookmarks with Smarties we brought, 30 more than previous years. Will do 200 next year. Participation by Library Volunteers could be improved. A special notice with a response when planning events via E-Mail was suggested.

B. Town Council:

1. Councilman Leonard gave a report of the highlights of the Council Work Session, Special Meeting and Council meeting.

III. General Library Operations:

- A. Volunteers: Marty Kogan, a new volunteer will be oriented next week.
- B. Inventory Status: The "New Book" section is changed out. Ellen Serra has completed the addition of 180 Books to the Children's Section. Gloria is in process of adding them to inventory. There was discussion on how often to update the Town Website.
- C. Library Materials: A printer has been added to the Library, generously donated by a volunteer. It cannot be hooked up to the internet at this time but is functional as a very slow copier.

IV. Children's Programs: August 20th "Uke Group" event is planned. Children's Library Cards and instructions for Library Volunteers are now at the Library Desk along with sign up sheets for the event. Plans for a "Kids Open House" for September 17th were discussed. It was noted due to the physical size of the Library, especially the "Children's Area" group size needs to be looked at carefully.

V. New Endeavors/Fundraising

- A. Review of "Phil Bowie" Program: There were some unfortunate conflicts in scheduling this event. Also, the town did not furnish the clearly requested audio support due to a conflict with equipment use from a non-town event. The speaker Mr. Bowie, had to speak without amplification making it difficult for an audience of over 30 people to hear him. It should be noted that this was a fundraising event for the Library as well. There was a missed opportunity to advertise the Children's upcoming event by the moderator. The Library Liaison was asked to address the scheduling and equipment use problems. Linda will develop a template to be used for all programs to insure that opportunities to support the Children's Program and other aspects of the Library are not missed in the future. Community response to the program was quite positive. The speaker was knowledgeable and reputable. It appears that a strong social media and physical campaign is effective, but resource intensive. Program Plans are on hold at present, two possible future presenters were identified for the future.
- B. Fundraising: The Library will be participating in Community Day in October. The new indoor venue will necessitate a change in plans for our set up/take down as well as other factors.

VI. Financial Report: Presented by Board Member Gloria Kelly.

VII. New Business: A draft request for space in the Town for the Library was presented to the Board by Linda. A motion was made by Gloria Kelly to move forward in developing this draft and was seconded by Wendy. The motion passed unanimously.

VIII. Visitors Comments: None

IX. Adjournment: A motion was made by Wendy Yager to adjourn the meeting at 4:02 pm, seconded by Linda Klopf and unanimously approved.

Respectfully submitted by Linda Klopf, Red Caboose Library Coordinator

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