

**DRAFT**  
**RED CABOOSE LIBRARY BOARD SPECIAL MEETING MINUTES**  
**January 12, 2023**

**BOARD MEMBERS PRESENT:** Linda Klopf, Gloria Kelly, Wendy Yager, Valerie Conaty, and Ellen Serra

**BOARD MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Councilman James Castranova

The special meeting was called to order by Linda Klopf on Thursday, January 12, 2023 at 2:04pm in the Small Meeting Room of the River Bend Community Building with a quorum present.

- I. **Approval of 12/1/22 Minutes:** The minutes were distributed and reviewed. A motion to accept the minutes as presented was made by Board Member Gloria Kelly and seconded by Board Member Wendy Yager. The motion passed unanimously.
- II. **Introduction of New Library Board Member and Council Liaison.**

James Castranova, a newly elected council member and the Parks and Rec Liaison and Ellen Serra, a new library board member were both introduced. James stated that he and Jeff Weaver are supporters of the library.

- III. **Library Communications:**
  - a. Parks and Rec:
    - i. Liaison Report

Councilman Castranova stated there was a special meeting yesterday. David Ross is the new Parks and Rec Chair and currently the sole member of Parks and Rec. The special meeting was called to review four pending Parks and Rec applications and three were selected which will be voted on tonight. Wendy Yager is the new library liaison to Parks and Rec and will be attending meetings.

- b. Town Council:
    - i. Review of Town Council Meeting and Work Session

Linda provided information from the Work Session. Several Parks and Rec items were discussed including the library needing a permanent home.

Councilman Castranova stated there wasn't much discussion at the Council Meeting related to the proposals from the work session. The meeting was primarily about installing the new council members. Councilmen Bud Van Slyke and Don Fogle were recognized for their service and were presented with gift baskets from the River Bend Community Action Group. Linda was on the schedule and spoke at the end of the meeting requesting the library be a priority during the next year, as it is "our turn".

#### **IV. General Library Operations:**

##### **a. Volunteers Luncheon**

Plans for the Volunteers Luncheon on January 18<sup>th</sup> were discussed. Assignments were made regarding food and tableware contributions. Board members were asked to meet in the small conference room at 11:15 to set-up for the 12:30 luncheon.

##### **b. Patrons List**

No new patrons have been added. Gloria has several patrons who need to be deleted due to being deceased or having moved away. Wendy is working on deleting corresponding email addresses which can be difficult.

##### **c. Inventory Status**

###### **i. New Books**

New books have been placed on the shelves in the fiction and non-fiction sections. There are 3,371 items (books, DVDs, etc.) in inventory, not including children's books. Gloria will provide the final statistics to Linda.

##### **d. Library Schedules**

###### **i. Volunteers**

Wendy Yager made a motion that Tuesday night library hours be discontinued (for lack of community participation) and Linda Klopf seconded the motion. All were in favor.

Linda proposed doing the schedule for four months at a time starting next year. Everyone agreed that was a good idea.

###### **ii. Library Board Meetings**

This board meeting had to be a special meeting to discuss our meeting day change. It was also decided to change the time. Gloria Kelly made a motion to accept the meeting day and time change and Wendy Yager seconded it. Motion passed unanimously. Future meetings will be the 2<sup>nd</sup> Thursday of the month at 1:00. Linda will coordinate this change with Kristie at the Town Hall.

#### **V. Children's Programs:**

##### **a. Christmas Book Distribution**

Mrs. Claus passed out wrapped books from the library during the Christmas Tree Lighting. Only a few were left over.

##### **b. Inventory Status**

Last year's count was 327 children's books and more have been added. Ellen mentioned there is a box of children's books that need to be added to the inventory.

c. Program Status

Linda asked Ellen Serra to contact Ellen Nettles to determine status of the Children's Program. Wendy briefed Councilman Castranova on some of the roadblocks and lack of participation experienced by the Children's Program. Ellen S. recommended Children's Programs be put on hold until we have a permanent space. Everyone was in agreement.

**VI. New Endeavors/Fundraising**

a. Valentine Sweet Sale

Making Valentine cards and the sweet sale were discussed, but the consensus was there may not be much interest. It seems there is interest in Easter, Halloween, and Christmas activities. We will revisit a fundraising activity for Easter.

b. Publicity/General Library Promotion

It appears our sign is assisting with people finding the library.

Not all River Bend residents have the means or skills to access the internet. It is a priority to provide this in our new permanent home. A consistent platform that all can access would be beneficial.

**VII. Financial:** Gloria provided the November financial report as well as the 2022 Financial Review. A Financial Review with data from 2019 through 2022 was also provided.

**VIII. New Business:**

Wendy suggested doing a Murder Mystery night which has been done at other libraries as a fundraiser. We are able to use the town council room if necessary. The murder mystery could be centered on a book. Wendy will look into getting a script. This may be planned for the Spring and will be discussed at next month's meeting and will also be mentioned at the volunteer luncheon.

**IX. Visitor Comments:**

Councilman Castranova asked several questions regarding library funding and suggested it may be time to modify the existing library contract/agreement. He will continue to research this further, including funding for our rent.

**X. Adjournment:** Motion to adjourn was made by Board Member Gloria Kelly and seconded by Board Member Wendy Yager. Motion passed unanimously and the meeting was adjourned at 4:02 pm.

Respectfully submitted by:

Valerie Conaty, Secretary

Date: \_\_\_\_\_