

## 7/8/21 RED CABOOSE LIBRARY BOARD MEETING MINUTES

**APPROVAL OF JUNE 10, 2021 MINUTES:** The Board reviewed the June minutes. Motion to approve and accept the minutes was made by Linda Klopf and seconded by Wendy Yager. The Board then voted unanimously to approve.

**BOARD MEMBERS PRESENT:** Chairwoman Linda Klopf, Gloria Kelly, Wendy Yager and Hazel Campesi

**OTHERS PRESENT:** Councilwoman Barbara Maurer

**Call to Order:** The regularly scheduled Red Caboose Library Board meeting was called to Order by Chairwoman Linda Klopf at 2 p.m. with a quorum present.

- I. **PUBLICITY:** The draft of the "Red Caboose Publicity Procedures" was reviewed and is still a work in progress.
- II. **LIBRARY COMMUNICATIONS:**
  - A. **Parks and Rec.:** The Parks and Rec. committee had no meeting last month. Their activity for the month of July was to have been the Town Fourth of July Celebration, but it was necessary to cancel the event due to the threat of inclement weather. Their next meeting is scheduled for Aug. The activity for Sept. will be a "Bunko Party".
  - B. **Town Council:** In response to information received at the "Open Meetings Law" session, the Library Board is developing a "Red Caboose Library Summary of Accomplishments".
- III. **GENERAL LIBRARY OPERATIONS:**
  - A. **Inventory Status:** We are in the process of turning over the books and adding new titles. The new titles will include the remainder of the very large donation of books by local author Phil Bowie.
  - B. **Volunteers:** "Red Caboose Volunteers Appreciation Day" was discussed. Proposed this year, the Board will hold a luncheon at the Community Center at the end of September. The Board will provide all refreshment as was done in January, 2020.
- IV. **FINANCIAL:** The June financial statement was submitted by Gloria Kelly and was reviewed.
- V. **NEW BUSINESS:** The development of the "Red Caboose Summary of Accomplishments", first draft, prepared by Linda Klopf, was reviewed and discussed. It continues to be a work in progress. Anticipated completion is December of 2021. There was discussion that, after December, this will be done on an annual basis and may include goals, objectives, and priority setting.

VI. ADJOURNMENT: Motion was made by Gloria Kelly to adjourn the meeting. Motion was seconded by Wendy Yager. Motion was carried unanimously and the meeting was adjourned at 3:55 p.m.

Respectfully submitted by

A handwritten signature in cursive script that reads "Hazel Campesi".

Hazel Campesi. Secretary