

## **GLEASON MEMORIAL LIBRARY**

### **AGENDA**

**12/3/2024**

- Call To Order
- Reading and approval of minutes
- Treasurer's Report
- Regional Report
- Library Director's Report
  - Attended All Staff Meeting 11/21/2024 in Martin – all day
  - Internet safety classes completed 11/19/2024
  - MOE Signed and returned 11/15/2024
  - Tech plan to be voted on for final acceptance, sent to all board members 9/25/2024
  - Fire Extinguishers replaced/updated
- Committee Reports
- Comments from Public
- New Business
  - Rachel Stewart began working 11/12/2024 through SCSEP program, quit 11/25/2024
  - NCSR Cybersecurity offline survey completed, MOU signed (memorandum of understanding)
  - NCSR Cybersecurity ONLINE survey completed 11/21/2024, certificate received
  - TOP Grant mid-stream report due 12/12/2024
  - \$2,000 book allocation – orders being created now
  - Creating spreadsheet to keep up with library expenses that will be used when erate and other allocation/grant numbers are due

- Movie Frosty The Snowman is scheduled for January 3rd for the children. We have a craft and snacks will be served.
- Motion for Adjournment
- Next meeting date 1/28/2025, 5:30 PM at library

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Michellia Wilson, Library Director  
 Kathryn McBride, Assistant Regional Director  
 Charles Anderson, Mayor  
 Janet Breeden  
 Hannah Johnson  
 Amanda Mansfield  
 Melissa Lawrence  
 Amy Orr  
**ABSENT**  
 Anna Eaton, Chair  
 Mike Bennett

The meeting was held at the Gleason Memorial Library. Amy called the meeting to order. Minutes from the previous meeting (September 24, 2024) were motioned for approval by Amanda, seconded by Melissa, and approved.

#### **TREASURER REPORT**

A treasurer report was provided and reviewed. Amanda motioned to approve, Melissa seconded, and the board approved.

#### **REGIONAL REPORT**

- **Disaster Plan.** Completed and approved.

- **TEL Training.** Completed.
- **Books and Materials.** \$1,999.44 must be spent by April 15, 2025.
- **Upcoming Dates.** Discussed.
- **Annual Documents.** Discussed.

## **LIBRARY DIRECTOR REPORT**

- **All Staff Meeting.** Michellia attended.
- **Internet Safety Classes.** Completed November 19, 2024 with 4 in attendance.
- **MOE.** Has been signed and returned.
- **Tech Plan.** Reviewed by the board. Amanda motioned to approve, Melissa seconded, and the board approved.
- **Fire Extinguishers.** Have been replaced.
- **SCSEP Program.** Rachel Stewart began November 12, 2024 but resigned on November 25, 2024.
- **NCSR Cybersecurity offline survey and MOU.** Completed and signed by Michellia.
- **NCSR Cybersecurity online survey.** Michellia completed and certified.
- **TOP Grant mid-stream report.** Due December 12, 2024. Michellia is working on it and will have completed.
- **Book Allocation.** Michellia is creating orders now.
- **Spreadsheet for expenses.** Michellia is creating for grant purposes.
- **Movie.** Frosty the Snowman is scheduled for January 3, 2025. Snacks and crafts will be available.

## **COMMITTEE REPORTS**

None

## **COMMENTS FROM THE PUBLIC**

None

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

- **Computer User Policy.** A CIPA description was added. Melissa motioned to accept, Amanda seconded, and the board approved.
- **Inventory.** The board agreed to volunteer to take inventory. Kathryn will come to the library on February 7th at 1:00 PM to train board members who are available, and other available board members will meet February 8th at 9:00 AM to begin taking inventory.
- **Open House.** The library will host an open house with hot chocolate and Christmas ornament crafts beginning at 4:00 PM on December 7, 2024 to coincide with Gleason's Hometown Christmas. Mayor Anderson said there was a Christmas tree at City Hall that could be put in the library, and Hannah Johnson volunteered to provide a hot pot for the hot chocolate.

Hannah motioned to adjourn, and the board approved. The next board meeting will be held January 28, 2025 at 5:30 PM at the Gleason Memorial Library.