

Minutes: Board of Trustees, The Field Library, Monthly Meeting

Thursday, February 15, 2024

Present:

President Most

Vice-President Bloom

Treasurer Noble

Secretary Fortino

Director Brown

Trustees Present: Alexander, Douglas, Foster, Galella, Kelley, Srinivasan

Trustee Not Excused: Smith

Guest: None

Meeting called to order 7:01pm

No comment from the Public

Previous minutes to meeting January 18, 2024. Two corrections made: Trustees Not Excused: Most, Smith; WLS Report, April clothing drive – Sharing Shop. Moved to be accepted by Bloom seconded by Srinivasan. Unanimously adopted as corrected with Kelley abstaining due to absence.

Director's Report: Report accepted as offered. One correction: The Website committee and the Director will meet on Thursday, February 15th to review the draft RFP. Resource utilization overspent for this month, will monitor.

Treasurer's Report: The Treasurer confirmed that January 2024 expenses are in-line with the budget. Explanations were provided for the line items where the actual was greater than the monthly budgeted. The performance of the Library's investments was +0.09 for January 2024.

Statistics: This month's door count is down. Overall year-to-date is up. eBooks are up.

WLS Report: End of Year Report will be sent out. Trustee Institute, March 6th from 5:30pm-6:30pm.

Friends of the Library: no report. Chester Smith Award event date confirmed, April 18th at 6:30pm. Written invitations will be sent out. Important Fundraiser event, everyone is encouraged to get the word out.

Grants: no report

Committee Report:

Audit: no report. Need to schedule a meeting.

Executive Committee: no report

Facilities Committee: Fire drill late April. Will work to get an earlier date.

Finance Committee: Finalizing draft of Purchasing Policy, for full Board review at March Board of Trustees meeting.

Fund-raising: Committee met with Director Brown to categorize Library's "wish list" into descriptive categories for target funding and to work with specific donors: STEM, Fiber Arts, Community Outreach. Director Brown attended a meeting regarding the BID funding for funding support of the Film Festival.

Governance: Charter revision outstanding

Human Resources: no report

Nominating Committee: no report

Website revision: Committee reviewed draft RFP on February 3rd. Met with Director Brown to review draft comments and revisions on February 15th. Final draft RFP to be submitted on March 15th. It is anticipated that the RFP will be brought to the April 11th Board meeting. To date there has been 69 responses to Website survey. Written responses are being collated and categorized to inform website revision process.

Discussion Items:

WLS March 6th session qualifies for 2-hour training session for Board requirement.

Old Business: none

New Business: Tax cap resolution to be included in the March 21st Board meeting packet.

Moved to adjourn to Executive Session 7:50pm. Moved by Kelley, seconded by Noble. Unanimously approved.

Purpose of the Executive Session to discuss Personnel Issues.

Moved to Exit Executive Session by Noble, seconded by Srinivasan. Unanimously approved.

Moved to adjourn meeting Kelley, seconded by Galella. Unanimously approved.

Meeting Adjourned 8:55pm

Next Meeting March 21, 2024

Submitted by Catalina Fortino