

## **Genesee Library 3/19/2024 Meeting**

**Meeting Opened:** At 5:30 pm

**Present for Library:** People Present: Aprille Little, Raeanne Smith, Teresa Hopkins, Steven Scribner, Kimberly Miller, Tara Ratzel Absent: Robbie Fletcher Jr.

**Present for Public:** None

**Public Speaking:** None

**Appointments or Elections:** None

**Secretaries Report:** Accepted from the January 15th meeting minutes with the correction to add Aprille Little present for library motion made by Teresa Hopkins/2nd by Tara Ratzel: all I's passed and carried.

**Treasurer's' Report:** Motion for Financial Reports on all accounts for January 16-March 17,2025 motion made Kimberly Miller /2<sup>nd</sup> by Tara Ratzel: all I's passed and carried.

### **Old Business:**

- Annual Report, Yearly Designations, Board Meetings

### **Directors Report:**

- GRVV Grant paperwork is submitted, Website has been redesigned, The scanner for record digitization has been bought, Spring Ce plans are in the making.

### **New Business:**

- When the current CPA retires, we will be looking over a contract with the next CPA to get us started. She is willing to work with us.
- New Employee: Shari Leichner has been hired and trained for on call librarian.
- 990 Tax documents are complete
- Sexual Harassment completed by: Teresa Hopkin, Tara Ratzel, Kimberly Miller, Aprille Little, Raeanne Smith, Heather Burdick

**Policies that were reviewed:** motion made by Teresa Hopkins /2<sup>nd</sup> by Tara Ratzel: all I's passed and carried.

- Mission Statement
- Bi laws Reviewed as a whole
- Conflict of Interest
- Gifts/Memorials
- Online Bill Pay Policy
- Best Value Clause
- Computer Use Policy
- Confidentiality of Library Records
- Document Retention and Destruction Policy
- Drug Free Environment Policy
- Equipment Loan Policy
- Internet Use Policy

- **Policies that are new or revised and will be voted on next month:** motion made by Teresa Hopkins /2<sup>nd</sup> by Tara Ratzel: all I's passed and carried.
  - Capital Fund Policy- New
  - Fiscal Safeguards/Purchasing Policy- Revised
  - Circulation Policy: Combined – Fines/lost and damaged, Interlibrary loans, Lending/Relating, Patron Registration- Revised
  - Drug Free Environment Policy- Revised
  - Law Enforcement Inquiry Policy- Revised
  
  - Library Rules and Code of Conduct with Banned Patron Form- Revised
  - Personnel Policy- Revised

**Committee Reports:** None to be had.

**Adjournment:** Meeting closed 6:48 PM

Next Meeting May 14,2025 at 5:30 PM