

## WESTON COUNTY LIBRARY BOARD OF TRUSTEES MEETING

December 14, 2021

The rescheduled meeting of the board was called to order at 11:32 by chairperson Pat Morgan. Present were Pat Morgan, Sherri Randall, Brenda Mahoney-Ayres, Cathy Dunford, Paul Patterson, and Deb Smith.

The agenda was reviewed with no additions.

Minutes of the previous meeting were read and corrected. New custodian's name is Lura rather than Laura. Minutes were approved as corrected.

The treasurer's report was presented and approved with no objections. 26% of the budget has been used to date. Paul moved to accept the report as presented; Deb seconded. Motion carried.

Brenda presented the director's report. The Lifetime Arts Creative Aging program was begun Oct. 27, with eleven participants who have been quite enthusiastic. There followed a lengthy discussion of the Personal Identifiable Information program. It was intended to track participants interests and then be able to make suggestions for further reading. We must, however, be cautious in the sharing of personal data. Information was presented about the Orion StarBlast telescope provided the library by Dan and Janet Pullen. The newspaper will carry a story about this program available at the library.

Sherri presented the Upton Branch Library report. They have provided test proctoring services twice in the past month; they are in the process of rearranging some shelving; the problem in the ladies restroom was resolved; Mrs. Claus shared craft time and stories Dec. 3; and Santa Claus was not able to make an appearance this year.

There was no Library Foundation report.

There was no Old Business.

New Business:

The idea of the library providing notary public services was discussed in depth. There is a \$60 fee for a 6 year term. The current insurance bond on the president and treasurer would not cover a notary. There would need to be a new policy. Also of note, the notary does not stay with the library, it stays with the person. The cost would ultimately be \$50 per person for the policy and bond, meaning a total of \$200 per person plus \$120 for the notary to cover both libraries. Cathy moved to approve notary service for the Newcastle library, with an addition to the budget July to cover this service for the Upton Branch Library. Paul seconded; motion carried.

We then moved on to the two lending policies for the telescope and the S.T.E.A.M. kits. The telescope policy was developed when Upton received their telescope. The only change made

was to remove the line about the inclusion of the lens pen cleaning. Paul moved to accept the policy as revised; Cathy seconded. Motion carried. The S.T.E.A.M. kits are made by Penworthy and available through the State Library. There are eight kits available for ages elementary through middle school. This was the first reading, but Brenda requested immediate implementation so the kits would be available over Christmas vacation. Paul moved to accept the first reading; Cathy seconded. Motion carried. We moved on to the Library Board Operations Policy. After some discussion of the importance of this policy, Deb moved we review this policy individually and then in depth at the next meeting. Motion carried. Christmas Eve closure for the UBL was discussed. Paul moved to approve this closure; Cathy seconded. Motion carried.

Cathy moved the meeting adjourn; Paul seconded. Meeting adjourned at 12:41 p.m. The next meeting will be Jan. 28, 2022, at 11:30 a.m.

Respectfully submitted,

Deb Smith, Secretary