Richburg Colonial Library

Board Meeting Minutes

December 5, 2023

**Board Members Present:** Shiloh Mannix, President, Deb Sherwood, Trustee, Wendy Lanterman, Trustee, Betty Greene, Trustee, Gayle Dunmire, Trustee, Michelle Robinson, Trustee

**Call to Order:** The meeting was called to order at 6:00 pm by Shiloh Mannix.

**Approval of Minutes:** There are no November minutes today.

**Treasurer’s Report:**

* We spent $2,500, showed $2,700 after adjustments.
* We have $72,000 in our money market account.
* We got a $425 check from STLS.
* We expected $7,000 in grants but didn’t get them.
* We beat our budget and took in $34,000 for the year
* All in favor of the budget and all members signed.

A motion to approve the treasurer’s report was made by Gayle Dunmire and seconded by Wendy Lanterman.

**Director’s Report:**

Circulation: 958

Holds filled for other libraries: 58

Holds/items received from other libraries: 157

Holds placed for items on STARCAT: 92

Added items: 37

New patrons: 4

Computer use: 12

Overdrive/Libby:

 eBooks/audiobooks: 41

 Magazines: 6

Video/DVD: 236

* Upcoming events:
	+ December 11th – Bids due on snow removal
	+ December 12th – Santa & Mrs. Claus
	+ December 19th – Christmas Floral Arrangement (13 signed up)
	+ We received the Swank Movie Licensing
	+ Order pens or keychains?
* Be thinking about the Manley Grant for next year: leaf blower, mower, hose, shed, gas can, toilet
* Schedule winter movies
* Christmas Caroling – No
* Soup & Sandwich – not a great turnout. We decided not to have the event in December again.
* The popcorn popper came broken. Shiloh will return.
* Old computers – Shiloh will take them to Staples.
* Should we be using calcium chloride for the sidewalks versus salt?

A motion to approve the Director’s report was made by Michelle Robinson and seconded by Deb Sherwood.

**President’s Report:**

 Old Business:

* Forms have been filled out for everyone to be compliant for classes.

New Business:

* Soup & Sandwich Luncheon made $162.54. The event will not be in December or January next year.
* Shiloh got evaluation forms from Tosha and will look at them.
* The budget was unanimously approved.
* Shiloh is working on our website.
* New Member: Sue Day
* Secretary Position – Unanimously voted for Michelle Robinson
* Handbook should be reviewed starting at our next meeting.

**Adjournment:**

There being no further business to come before the committee, the meeting was adjourned at 6:49 pm by Shiloh Mannix.

**Next meeting will be January 10, 2024.**

Minutes submitted by Michelle Robinson