

**Augusta Memorial Public Library Board Meeting Minutes**  
**Monday, Nov. 20, 2023, 5:30 pm**

Meeting called to order at 5:32 pm by Polina Kudelina

Present: Rebecca White Body, Polina Kudelina, Carrie Amo, Barb Johnson

Also present: Leslie LaRose

Absent: Bruce Stabenow, Bunny Turner, Brenda Pettis

Quorum Present

Open Meeting Law Compliant

Agenda Approved : Motion made by Barb, seconded by Rebecca

Minutes from Oct. 16, 2023 Approved: Motion made by Barb, seconded by Polina

Financial Report:

1. There will be a little left in the wages and fringes line item, mostly because the junior clerks don't use all their hours. The extra can be used to cover excess utility costs if necessary.
2. Expenses are a little over in operations, but no more expenses are anticipated and the deficit can be covered by other budget categories.
3. Any money left over at the end of the year can be used to start a lease on a new copier in December rather than January and/or to order a new computer.
4. Carrie made a motion to approve the report, Barb seconded it, all approved.

Director's Report:

1. The Board will address some errors in the 2024 budget later in this meeting.
2. The City determined that it, and not the Library, is responsible for replacing the lighting, so lighting costs were removed from the Library budget.
3. The Cocoa and Cookies patron appreciation week will take place the week of Dec. 11. Patrons who check out materials that week can also enter a drawing for some gift baskets provided by the Friends of the Library.
4. The Library is using up the last few library cards with a cloud design. It will start issuing cards with a new design as soon as the old ones are used up.
5. The Board only has one main policy and three subset policies to review before April 2024, but it will also have to address the expiring Strategic Plan in 2024.
6. The Board acknowledged this report.

Friends of the Library report

1. No Friends report this month.

Budget

1. Leslie realized that the 2024 budget included an 8% raise for the Youth Services employee, not a 4% raise like other staff members were getting. The City had approved the budget that included this error, but Leslie recommended that the Library submit the corrected budget to the City, which is \$3022.79 less than the approved budget, as a sign of good faith.

2. Polina made a motion to submit the corrected budget to the City, Barb seconded it, all approved.

#### New business

1. Library closing dates: The Friday and Saturday after Thanksgiving used to be staff training days, but this option isn't viable because so many staff members travel that weekend. Leslie requests that the Library still be closed these days due to insufficient staffing.
2. The Board recommended closing the Library the Friday and Saturday after Thanksgiving and the Friday and Saturday before Easter. Polina moved to approve this motion, Rebecca seconded, all approved.
3. The Board directed Leslie to seek staff training opportunities that can be offered on Martin Luther King Junior Day, President's Day, or Indigenous People's Day. If she finds worthy training opportunities that can be offered on any of these days, the Board will vote on closing the Library for them.

Meeting adjourned at 6:24 pm.

Minutes taken and typed by Rebecca White Body