

SINCLAIRVILLE FREE LIBRARY BOARD MINUTES

January 26, 2022

OPENING: Jeff Embury called the meeting to order on January 26, 2022 at 6:20 PM with reciting the Pledge of Allegiance.

PRESENT: Lisa Greeley, Beth Hadley, Darla Frost-Kianos, Betty Jean Ridout, Jeff Embury and Bill Newton.

MEMBERS ABSENT: Roslin Newton, Larry Barmore

APPROVAL OF MINUTES: The November 17, 2021 minutes were approved with corrections. Moved by Darla Frost-Kianos and seconded by Betty Jean Ridout

FINANCIAL REPORT: The 2022 budget report was reviewed and approved. Moved by Darla Frost-Kianos and seconded by Betty Jean Ridout.

MANAGER'S REPORT:

1. The report was reviewed, and issues were discussed.
 - a. There are a number of grant funds to spend.
 - b. Library staff have been taking books to outreach locations
 - c. There is a February 18, 2022 deadline for the annual report
 - d. SFL was invited to a Fenton History genealogy event but will not attend
2. Manager's report was approved. Moved by Darla Frost-Kianos, seconded by Lisa Greeley

STRATEGIC PLAN COMMITTEE:

1. Our strategic plan is still current but will need to be reviewed in 2022, new plan to be completed by 2023

POLICIES AND PROCEDURES COMMITTEE:

1. Reference Service Policy was approved. Moved by Betty Jean Ridout, seconded by Bill Newton.
2. Petty Cash Fund Policy was approved. Moved by Bill Newton, seconded by Betty Jean Ridout
3. Selection / Collections Development will be reviewed at February 23, 2022 meeting. Jeff Embury will review /edit prior to the meeting.

SPECIAL COMMITTEE REPORTS: No Report

WAYS AND MEANS COMMITTEE: No Report

BUILDINGS AND GROUNDS:

1. New furnace has been installed with UV sterilizing
2. New lighting has been installed and bills are already reduced.
3. Snow shoveling of walkways has been arranged with local youth
4. Jeff Embury will monitor access to the book drop

GRANT COMMITTEE: No Report

OLD BUSINESS:

1. Furnace project is complete
2. Strategic plan committee will need to review plan and mission

NEW BUSINESS:

ADJOURNMENT: The meeting was adjourned at 6:55 PM. Moved by Bill Newton and seconded by Betty Jean Ridout. The next meeting will be held on February 23 at 6:00 PM in the library.

Minutes submitted by: Lisa Greeley