

**COLEMAN AREA LIBRARY BOARD MEETING MINUTES July 18, 2023**

**CALL TO ORDER:**

Present: Anthony, Scott, Middleton, Robison, Coon, Director Nelson and Library Assistant Comber Gross.

Absent: Tigner

**PUBLIC COMMENTS:** None

**MINUTES:** June 20, 2023: Motion by Coon 2<sup>nd</sup> by Middleon to adopt the June 20, 2023 Minutes. All yes. Motion carried.

**REPORTS:**

**TREASURER’S REPORT:** Motion by Scott, 2<sup>nd</sup> by Coon to accept the June 2023 Treasurer’s Report. All yes. Motion carried.

**BILLS:**

Motion by Anthony, 2<sup>nd</sup> by Middleton to pay the July bills. All yes. Motion carried.

**DIRECTOR’S REPORT:**

**Summer Reading Program Update to date:**

At present 111 kids signed up with 73 active. So far, a total of 1793 books have been read by the children. Preschoolers read 1398; K-6 read 323 and 72 books were read by teens. Our adult program has 16 adults reading 36 books.

Between June 1 and July 18th ,the library hosted seventeen events, with 131 Adults and 156 children in attendance. This includes 5 story hours, one trivia night, one YA program (7 adults and 4 children). Other events included visits by beekeepers, city workers with equipment, crafters and the Humane Society.

*Made Nelson  
Acting Secretary  
7-21-23*

**New Policies Presented and Adopted:** New policies for Volunteers and Request for Reconsideration of Library Material Policies were presented to the Board for review at the June Meeting. Motion by Coon, 2<sup>nd</sup> by Anthony to adopt the proposed policies (see attached). All yes. Motion carried.

**Karen Vought Allen Educational Games Second Donation**—We received a second donation of two more boxes of educational books, games and toys last week. With the summer reading program underway, we haven't had time to prepare the first set for circulation, but will begin that undertaking in a few weeks.

**E-Rate Reimbursements:** We will be receiving a rebate of \$656.49 from CDWG, which provides some of our technical gadgetry for upgrades that Nick from CRDL had us make. We are still awaiting news on the amount that Spectrum will be rebating us for communications.

**Library Maintenance Updates:** We picked up paint for our parking lot and Mike Huss will borrow equipment from the school and repaint our parking lines. The exterior lights and lamp poles are not working. I contacted Calkins Electric a few weeks ago, but so far nor repairman has shown up.

**Millage update:** I've prepared the 2023 Tax Rate Request Form. This year, we are authorized to levy .9993 mill in December for the current year. I verified the figure with the Equalization office, as it is the same rate as last year. I estimate that it should bring in approximately \$ 148,490.00 in tax revenue.

Motion by Scott, 2<sup>nd</sup> by Coon to levy .9993 mill for operations for 2023. All yes. Motion carried.

OLD BUSINESS--None

NEW BUSINESS--None

ADJOURNMENT Motion by Coon, 2<sup>nd</sup> by Scott to adjourn. All yes. Motion carried

# Coleman Area Library Volunteer Policy

## Examples of library volunteer duties:

1. Light cleaning duties – dusting shelves, vacuuming, straightening books
2. Assisting with grounds maintenance – weeding, planting flowers
3. Shelf reading and tidying
4. Helping with children’s craft programs (preparing materials in advance or helping with the craft)
5. Stamping withdrawn materials for used book sale or for discard
6. Assisting with the inventory of the collection by scanning barcodes with the portable scanner

If any assignment appears to cause physical discomfort or could lead to personal injury, the volunteer should, without delay, report this to the Director or, if they are unavailable, to any other library staff member. Any injuries should be reported to a staff member immediately.

## CONFIDENTIALITY/PRIVACY

Volunteers are not allowed to sit or stand behind the circulation desk. They may not use staff computers unless expressly directed to do so and then only in the capacity specified.

All transactions between library patrons, staff and/or volunteers and community service workers are completely confidential. This includes any information about materials a patron has looked at, asked for, requested or checked out, as well as questions asked by a library patron and conversations pertaining to a patron’s account. A patron’s usage of a library public access computer is also confidential information.

Since the public usually assumes volunteers are staff members, volunteers should remember they represent the library’s commitment to excellent service. Friendly, courteous behavior toward everyone using the library is expected, regardless of their demeanor. Any patron questions (other than simple directional queries) should be referred to a library staff member. Please do not attempt to answer questions directly, but let the patron know you are a volunteer and either lead the patron to the circulation desk for staff assistance or let a staff member know of the patron’s request for assistance.

I have read, I understand, and I agree to abide by this Volunteer Policy.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by the Coleman Area Library Board on ~~xxxx~~

7-18-23