**Town of Johnsburg Library**

DRAFT Board of Trustees Minutes

December 6, 2023

Submitted by Steve Thomson/Secretary

Meeting called to order at 5:00 pm by President Robert Eberhard.

**Attendance:** Present: Anita Abrams, Robert Eberhard, Carrie Mason, Donna Messerle, Steve Shaughnessy, Steve Thomson, Shannon Wood

Absent: Cheryl Gillespie

**Approval of Minutes**: November 1, 2023 approved.

*Moved*: Steve Shaughnessy

*Seconded*: Shannon Wood

**Approval of Warrant**:

**Motion** to approve (1) warrant *passed*.

*Moved*: Steve Shaughnessy

*Seconded*: Donna Messerle

**Library Director’s Report** (Carrie Mason)

-Carrie circulated the written report as of December 6, 2023. Building and circulation statistics, collection additions, revenues collected, service charges, technology activity, programs hosted, volunteers, equipment purchased, and grants were summarized for the month.

-The Director created a chart summarizing the service terms and expiration dates for members of the Board of Trustees. Steve Shaughnessy and Donna Messerle were thanked for their service as their terms expire on 12/31/2023. Shannon Wood will replace Steve Shaughnessy as Vice President of the Board.

-Upcoming are the Annual Report (Feb./March) and a 12/13/2023 meeting of multiple community stakeholders to discuss a Community Calendar Planning initiative.

-There is an issue with unauthorized personnel encroaching on Carrie’s private office space. Several possible solutions to provide security and privacy were discussed including installing a door to the office, and/or installing a two-way lock on the door between the library and town offices.

**Correspondence and Communication:** The Gallery is still in need of a person to coordinate displays. Several possible solutions were discussed.

**New Business:** (none)

**Old Business:** (none)

**Adjournment: Motion** to adjourn the meeting at 5:50pm *passed.*

*Moved*: Steve Shaughnessy

Se*conded*: Donna Messerle

**Next Meeting – January 3 , 2023 at 5:00 PM**