

**City of New Plymouth  
Armoral Tuttle Public Library Board Meeting Minutes  
June 1, 2021 at 6:30 pm**

**Call to Order:** Christy called the meeting to order at 6:30 pm.

**Roll Call and Introduction:** Christy Norris, Aubri Sotutu, Tara Conlee, Jane Brandel present. Ron Beutler absent.

**Consent Agenda: Action Item**

*All matters on consent agenda are considered routine and may be approved in a single motion. A trustee may ask that an item be removed from the consent agenda and considered separately.*

Library Board Minutes - May 4, 2021

Financial Report - May financials

Library Report - May library report

Aubri moved to accept the May 2021 Consent Agenda, noting that the date needs to be revised on the May minutes. Motion passed.

**Claims Approval: Action Item**

- Payment of bills: Christy moved to pay claims of \$757.79. Motion passed.

**Old Business:** none

**New Business: Action Item**

- Proposed budget for FY2022: Christy motioned to accept the proposed budget for 2021-22 as presented by Melanie. The proposed budget was based on the revenue from FY2021, but may increase or decrease once the City gives us our budget. Motion passed.
- Proposed plans for FY2021 funds: Deciding what to do with remaining FY2021 budget was tabled until July. The board was asked to come to the July meeting with ideas.

**Announcements:**

- Library expansion spreadsheet: current balance is \$3,422.24.
- Grant writing course: Melanie and Aubri finished the grant writing course and reported that it was very informative and helpful. They will be researching upcoming grants to use for the library expansion project.
- Trustee manuals: The board reviewed and discussed pages 72-74, 84 regarding duties. Melanie asked that the Secretary get to meetings 10 minutes early to get

set up for note taking and the Vice Chairperson or board members who are signing the claims approval get to meetings ten minutes to sign that document.

- Trustee resignation: Christy Norris resigned from the board since she will be moving out of the area.
- Re-Elect board positions and new recommendations:
- Nominations for trustee positions were as follows:

Chairperson - Aubri Sotutu

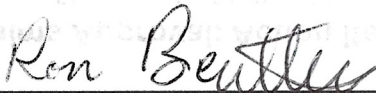
Vice chairperson - Tara Conlee

Secretary - Ron Beutler

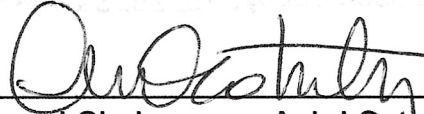
Aubri motioned to accept trustee positions as nominated and discussed. Motion passed.

- Pat Bodas was recommended as the new board member. Melanie will discuss the position with her.
- Trustee Meeting - June 18, 2021: Melanie and Aubri will attend virtually.
- Melanie asked that if at all possible that board members give her a 30-day notice that they will not be at the next meeting unless it is a member or family emergency.
- The July Board meeting has been rescheduled for July 13, 2021 at 6:30 pm.

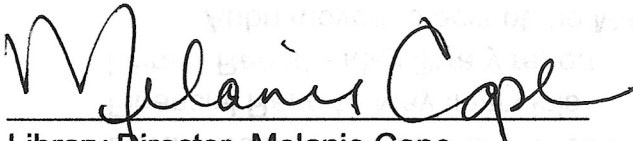
**Adjournment:** Aubri adjourned the meeting at 7:59 pm.



Secretary- Ron Beutler



Board Chairperson- Aubri Sotutu



Library Director- Melanie Cope