

City of New Plymouth
Armoral Tuttle Public Library Board Meeting
May 2, 2023, at 6:00 pm

Call to Order and Introduction:

Jane Brandel called the meeting to order at 6:00 pm.

Roll Call: Jane Brandel, Pat Bodas, Tara Conlee, Ben Horton

Consent Agenda: Action Item

All matters on the 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 – April 6, 2023
- Financial Report – March Financials
- Library Report – April library report

Tara Conlee motioned to accept the Consent Agenda. Motion passed.

Claims Approvals: Action Item

Payment of March's claims.

Jane Brandel moved to accept the claims approval for March in the amount of \$1046.26 changing Intermountain Gas address to the old building address. April claims are pending review. -Motion passed.

Old Business: Action Item

- 301 N. Plymouth
 - Waldo flooring quoted a bid for \$500 for labor
 - Melanie will purchase the carpet adhesive and supplies and not to exceed \$250.

Ben Horton motioned to have Waldo Flooring put in the carpet and for Melanie to purchase the supplies- Motion passed.

New Business: Action Item

- Steve Trout Architecture/New Building
 - Steve Trout Architecture has quoted the library \$3,500 to come out to the new building and design a plan.

Tara Conlee motioned for to Melanie to sign the contract with Steve Trout Architecture that will not exceed \$3,500- Motion passes.

- ICFL Facility Grant application

- The grant is due by June 12, 2023. This is a intensive Federal grant that requires a vast amount of information. The grant has 13 questions that need answered.

Melanie requested the board consider hiring a secondary co-writer for the grant.

- Grant writer Aubri Sotutu submitted a quote for \$800 to co-write the grant.

Tara Conlee motioned for Aubri Sotutu to be hired for a co-writer for the grant- Motion passed.

Announcements:

- Library expansion spreadsheet

- March donations on water bills of \$12.40.

- Transition notebook will be kept in the library's desk drawer.

- Ben Horton will not be at the June meeting.

- Library Liaison/City Council

- Cora Kurth questioned if everyone involved with the grant will stay with the library for the duration of the project.

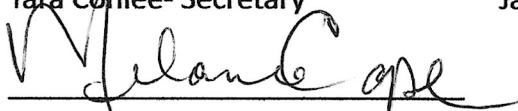
Adjournment: Tara Conlee adjourned the meeting at 7:02 pm. Motion passed



Tara Conlee- Secretary



Jane Brandel- Board Chairperson



Melanie Cope- Library Director