

City of New Plymouth
Armoral Tuttle Public Library Board Meeting
September 7, 2023, at 6:00 pm

Call to Order and Introduction:

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

Roll Call: Jane Brandel, Pat Bodas, Wendy Stoker, and 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 – August 3, 2023
- Financial Report – July and August Financials
- Library Report –August report

Ben Horton motioned to accept the Consent Agenda minus the July or August Financial reports. Motion passed.

Claims Approvals: Action Item

- July and August claims approval are tabled for October due to pending financial reports from the city.

Old Business: Action Item

- Meeting Room Policy
 - Melanie read the proposed Meeting Room Policy for the Armoral Tuttle Public Library.
 - The corrected policy will go into the board packets in October. Melanie asks we all review the changes prior to the meeting.

Wendy Stoker moved to adopt the Meeting Room Policy with grammar changes applied on September 7, 2023. Motion passed.

- IT support candidates suggestions- Melanie will reach out to both:
 - Ryan Posey
 - Chris Holloway

New Business: Action Item

- Meeting Schedule
 - October 5, 2023
 - November 9, 2023 (Scheduled for second Thursday)

- Jan 4, 2024
- February 1, 2024
- March 1, 2024
- April 4, 2024
- May 2, 2024
- June 6, 2024
- August 1, 2024
- September 5, 2024

Ben Horton motioned to keep the FY2024 board meeting on the first Thursday of the month and to accept the meeting date as mentioned above. Motion Passed

- Reviewed Board Meeting etiquette and procedures were reviewed. Papers were sent home with each board member to keep in their binder.
- September 2023- Board member Ben Horton confirmed his commitment to serving his board seat for the next 5 years.

Announcements:

- Library expansion spreadsheet
 - No updates
- Library Liaison/City Council
 - No new information

Adjournment: Pat Bodas adjourned the meeting at 7:03 p.m. Motion passed

Tara Conlee
Tara Conlee- Secretary

Jane E Brandel
Jane Brandel- Board Chairperson

Melanie Cope
Melanie Cope- Library Director