

Board of Trustees  
Hollis Social Library  
April 8, 2024

Trustees present: Sarah Booth, Laurel Lang, Amy Kellner, Jen Squires  
Trustees excused: Jonie LaBombard, Tom Jagatic, Merle Carrus  
Also present: Tanya Griffith, Library Director

1. Meeting called to order 7:05 pm.

2. Annual election of officers:

Motion to elect Amy Kellner for chairperson  
made by Sarah Booth, second Laurel Lang

Motion Passed: 4-0-0

Motion to elect Tom Jagatic for vice chairperson  
made by Jen Squires, second Sarah Booth

Motion Passed: 4-0-0

Motion to elect Sarah Booth for treasurer  
made by Laurel Lang, second Jen Squires

Motion Passed: 4-0-0

Motion to elect Jonie LaBombard for secretary  
made by Sarah Booth, second Jen Squires

Motion Passed: 4-0-0

3. Public input: none.

4. Correspondence: letters were received from two library employees tendering their resignations:

Adrienne Rosenblatt, page, resigning effective 4/25/24

Chelsea Cudney, circulation assistant, resigning effective 6/25/24.

5. Secretary's Report: Minutes from March 11, 2024 were approved as amended.

6. Treasurer's Report: Sarah Booth

Town Budget was approved, and library budget is on track.

Motion to accept donations and trust fund monies  
made by Sarah Booth, second Laurel Lang.

Motion Passed: 4-0-0

\$600.98 Q4 2023 trust fund check from Town

\$358.24 Wheeler Trust

\$18 in children's toys from Tanya Tenkarian.

Motion to accept the treasurer's report

Made by Jen Squires, second Laurel Lang

vote: all in favor.

7. Library Director's Report: Tanya Griffith

Programs have been going well. CBS Sunday morning news filmed a segment of a program on Astronomy, which was televised. 500 pairs of eclipse glasses were handed out to patrons. Password reset for all patrons for the website and overdrive is going well. A survey indicates that a majority of patrons want to browse by author instead of genre.

8. Unfinished business:

The Distributing, Soliciting, and Public Posting policy has been reviewed and updated.

Motion to adopt the policy

Made by Jen Squires, second Sarah Booth

Motion Passed: 4-0-0

9. New business:

New security cameras have been installed and the server has been updated. The Trustees discussed having a consultant assist with the migration to Quickbooks on-line. The policy committee will review and update the Personnel Policies, including job descriptions for each position.

10. Motion to appoint Tanya Griffith Library Director for the following year

made by Sarah Booth, second Jen Squires

Motion Passed: 4-0-0

11. Motion to table setting the meeting schedule for the coming year and review of trustee bylaws, and code of ethics policy until the next meeting

made by Jen Squires, second Sarah Booth

Motion Passed: 4-0-0

12. Motion made to adjourn meeting at 8:12 pm

Made by Laurel Lang, second Sarah Booth

Motion Passed: 4-0-0

Respectfully submitted,

Laurel Lang, acting secretary

Next meeting Monday May 13, 2024