

## **Pettee Memorial Library Trustee Meeting**

October 8, 2024 agenda

5:00 PM at the library

or <https://us06web.zoom.us/j/87402118083>

**Present:** Carolyn Palmer, chair; Louis Clark, treasurer; Marie Paige, secretary; Chrystal Holt, Monique Johnson, Britney Olson, library director; Laura Nelson, youth librarian; Lynne Cannon, clerk

**Meeting called to order:** 5:03pm

Welcome to Brittney Olson

### **Potential addition of items to the agenda**

- Add executive session at the end of the meeting for personnel paperwork procedures. The library director will be included in the session.
- CC Haynes Fund

The library board has been approved by the courts to be the trustees of the CC Haynes Trust.

### **Public Comments:**

**Secretary's report:** September 10

Louis made a motion to accept the September report.

Monique seconded the motion.

All approved.

**Treasurer's report:** September

Marie made a motion to accept the September report.

Chrystal seconded the motion.

All approved.

**Substitute director's report: September**

- homeless issue
- panic button
- Chrystal will contact the security company if one can be added to the existing system.
- librarianship course

Laura and Lynne shared both of them have decided start the librarian certification program. Each of them will be starting a course this month. They will be paid for time for the course that happens out of their work hours.

**Discussion** re: heat pump systems, contract and timing

By mid-November 5 mini-split units are scheduled to be installed.

**Executive session:** 5:52 pm

**Out of session:** 6:17pm

The board decided to keep the current personnel paperwork procedure .

**Meeting adjourned:** 6:18pm

Chrystal made a motion to adjourn.

Monique seconded the motion.

All approved.

Next meeting: in the library, 5:00PM on November 12, 2024

All reports attached

Respectfully submitted by Marie Paige, secretary

