

Floyd Memorial Library
Board of Trustees Meeting
Monday, December 2, 2024

- I. **6pm Leveille called meeting to order.**
 - A. Kathryn Kapell, Ellen Nasto, Brenna Leveille, Jean Mulligan, David Buschman
Tom Byrne, (Diane Mulvaney via phone)

- II. **Approval of November Minutes**
 - A. Byrne moved to approve. Kapell seconds. All approve.

- III. **Friends Group Report**
 - A. Friends group is working on updating the status as incorporated as a non-profit
Initial incorporation occurred 1990.
 - B. Friends looking into Dolly Parton Imagination Library grant but it looks like we will
not qualify because of the size of our population.
 - C. Friends have voted to redo the book nook. Currently all books are free.

- IV. **Financial Report**
 - A. Investment money moved into an account with a higher percentage rate.

- V. **Public Comment**
 - A. None

- VI. **Correspondence**
 - A. None

- VII. **Personnel Report**
 - A. None

- VIII. **Director's Report**
 - A. Cutchogue Library published a book written by Steve Wick and delivered a copy
for FML to add into circulation.
 - B. Staff really enjoyed the workshop and dinner.

- IX. **Committee Reports**
 - A. **Budget and Finance**
 - 1. No additional report.

 - B. **Building and Grounds**
 - 1. Tree removal is noticeable and opens the space nicely.

 - C. **Long Range Planning**

1. Data from the survey is in.

D. Policy and Publicity

1. Staff handbook is in progress
 - a) Completed sections will be shared with policy team
 - b) We have a goal of a draft completed by February.
2. Draft will be reviewed by the board and shared with the Library's lawyer for final review.

E. Personnel

1. Annual bonuses will be given to staff in the coming weeks.
2. Byrne makes motion to approve bonus amounts proposed, Kapell seconds. All in favor. Motion carries.

X. New Business

- A. New tote bags to be sold at the circulation desk will be priced at \$35.

XI. 2025 Meeting Dates:

All meetings will be held in the Library Conference room at 6pm.

- A. Jan 6
- B. Feb 3
- C. Mar 3
- D. Apr 7
- E. May 5
- F. June 9
- G. Jul 7
- H. Aug 4
- I. Sept 8
- J. Oct 6
- K. Nov 3
- L. Dec 8

XII. FML Days Closed 2025-

Highlighted days will be discussed at the January meeting.

- A. New Year's Day, Monday, January 1
- B. Martin Luther King Day, Monday, January 20
- C. Presidents' Day, Monday, February 17
- D. Easter, Sunday, April 20
- E. Memorial Day, Monday, May 26

- F. Juneteenth, Wednesday, June 19
- G. Independence Day, Friday, July 4
- H. Labor Day, Monday, September 1
- I. Indigenous Peoples Day, Monday, October 13
- J. Veterans Day, Tuesday, November 11
- K. Thanksgiving Eve, Wednesday, November 26 — The library will close at 5 pm.
- L. Thanksgiving Day, Thursday, November 27
- M. Day After Thanksgiving, Friday, November 28
- N. Christmas Eve, Wednesday, December 24
- O. Christmas Day, Thursday, December 25
- P. New Year's Eve, Wednesday, December 31 — The library will close at 2 pm.

XIII. Next Meeting

- A. Monday, January 6, 2025