

The September 13, 2023 meeting of the Library Board of Trustees was called to order at 4:50 p.m. Members present were Mary Young, Tracy Martorana, Lynda Lowe and Michael Iten. Also present was Betsy Halvorsen.

**Minutes:** The minutes of the August 9, 2023 meeting were approved on a motion by Tracy Martorana, seconded by Michael Iten, and carried unanimously.

**Treasurer's Report:** Attached.

**Approval of Bills:** Bills for September, totaling \$27,488.65 were approved on a motion by Lynda Lowe, seconded by Michael Iten, and carried unanimously.

**Director's Report:** Attached.

**Old Business:**

- **Page Position:** A new page will be starting in September pending approval by the Civil Service Department. The board will approve the appointment at the October meeting.
- **Handbook:** The board approved the updated employee handbook on a motion by Tracy Martorana, seconded by Lynda Lowe, and carried unanimously. With this project complete, Betsy Halvorsen will cancel the HR Services package with Paychex.

**New Business:**

- **Insurance Adjustments:** Michael Tucci went over the insurance package for the upcoming year with Betsy Halvorsen and made recommendations where coverage could be reduced based on the most recent report from Industrial Appraisals. The board approved the suggestions on a motion by Michael Iten, seconded by Lynda Lowe and carried unanimously.
- **Summer Reading Summary:** Betsy Halvorsen presented a report to the board summarizing the summer reading programs. Across the programs, participation was up from the previous year. We are still not back to pre-COVID numbers.
- **Programming Policy:** The Programming Policy was adopted and approved on a motion made by Lora Allen, seconded by Michael Iten, and carried unanimously.
- **Safe Child Policy:** Betsy Halvorsen shared some Safe Child Policies from other libraries and suggested the Library adopt their own version. The board requested a draft policy for the October board meeting.

**Other**

- Betsy Halvorsen will speak with the superintendent before the October board meeting to discuss the back entrance and potential construction grant opportunities.

The meeting was adjourned at 5:30 pm on a motion made by Michael Iten.

Respectfully submitted.