

The August 14, 2024 meeting of the Library Board of Trustees was called to order at 5:00 p.m. Members present were Lora Allen, Lynda Lowe, Tracy Martorana, Michael Iten, and Mary Young. Also present was Betsy Halvorsen.

**Minutes:** The minutes of the July 10, 2024 meeting were approved on a motion by Michael Iten, seconded by Lynda Lowe, and carried unanimously.

**Treasurer's Report:** Attached. The two journal entries presented to the board were approved on a motion by Tracy Martorana, seconded by Lynda Lowe, and carried unanimously.

**Approval of Bills:** Bills for August, totaling \$13,328.16 were approved on a motion by Michael Iten, seconded by Lora Allen, and carried unanimously.

**Director's Report:** Attached.

#### **Old Business:**

- **Website Redesign:** The board reviewed two quotes for a website redesign – CleverMethod and Corporate Communications. Betsy Halvorsen will return to each company to ask some questions from the board. A decision will be made after responses to the questions have been received.
- **Building Addition:** Betsy Halvorsen has not heard anything back from Kory Huntsinger at this time.

#### **New Business:**

- **Addition to Retention Policy:** Prior to the meeting, the board voted to add payroll journals to the retention policy with a retention of six years. This was made on a motion via email by Mary Young, seconded by Michael Iten, and carried unanimously. A purge of old records was also done in the month of August.
- **Review Policies:** The board reviewed the Capitalization Policy and Computer Use Policy and made no revisions. The board approved the revised Visitor Computer Use Policy on a motion by Michael Iten, seconded by Lynda Lowe and carried unanimously. The policy now states visitors can get four additional blocks of 30 minutes instead of two additional blocks of 60 minutes. This matches the language in the Computer Use Policy for patrons. The board also updated the Museum Pass Policy on a motion by Tracy Martorana, seconded by Michael Iten, and carried unanimously. The policy was updated to make the Genesee Country Village & Museum and the Rochester Science Center & Museum 3-day loans instead of 7-day loans.
- **Disposition of Library Property Policy:** The board adopted the policy on a motion by Tracy Martorana, seconded by Lora Allen, and carried unanimously.

#### **Other**

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The meeting was adjourned at 5:40 pm on a motion by Mary Young.