

# **Two Harbors Public Library Board of Trustees Meeting Tuesday, December 12, 2023**

## **Call to Order**

A meeting of the Two Harbors Public Library Board of Trustees was called to order by Board President Amanda Houle at 5:00 p.m. pm on Tuesday, December 12, 2023. The following board members were in attendance: Amanda Houle (President), Dean Paron (Vice President), Sharon Lind (Secretary), Jody Zastera, Daniel Thewis, Cheryl Passe, Jamie Sisson, Karen Johnson, Madeline Jarvis (Library Director), and Uriah Hefter, Two Harbors City Council representative. Also in attendance: Nicole Anderson (Library Technician at Two Harbors Public Library) and Vicki Everett (Friends of the Two Harbors Public Library President). Absent: Amber Koenig.

## **Minutes**

The Minutes of the previous meeting of Tuesday, November 14, 2023, were presented. Dean/Cheryl moved to accept the minutes. Motion carried.

## **Bills**

The bills for November 2023 were presented. Sharon/Daniel moved to accept and pay the presented bills. Motion carried.

## **Financial Report**

The Financial Report for November 2023 was presented. Karen/Jamie moved to accept the Financial Report. Motion carried.

## **Liaison Reports**

- **Friends of the Library** – \$170 was earned at the Makers Market at Castle Danger Brewery; joined the Minnesota Association of Library Friends.
- **City Council** – Uriah reported that the City is doing an upgrade of their website – include a link to the library's site (?); annual budget has been adopted; updated city council on grant for lightweight doors.

## **Librarian's Report**

The Librarian's Report for December 2023 (both narrative and data) was presented. Dean/Cheryl moved to accept the Librarian's report. Motion carried.

## **Unfinished Business**

- **Board communication parameters** – articles on procedure for board meetings, governance, and board etiquette handed out for reading; while Madeline is out, go to Amanda with questions – she will get in contact with library staff.

**New Business**

- **Archives Policy** – Daniel/Karen moved to accept this revised policy. Motion carried.
- **Programming Policy** – Dean/Daniel moved to accept this revised policy. Motion carried.

**Next Meeting**

Tuesday, January 9, 2024 @ 5:00pm – THPL Board Meeting

**Adjourn**

Sharon/Dean moved to adjourn the meeting at 5:41 p.m. Motion carried by consent.

Respectfully Submitted,  
Sharon Lind, Secretary