

Two Harbors Public Library Board of Trustees Meeting Tuesday, September 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 5:02 p.m. pm on Tuesday, September 12, 2023. The following board members were in attendance: Amanda Houle (President), Sharon Lind (Secretary), Karen Johnson, Amber Koenig, Madeline Jarvis (Library Director), and Uriah Hefter, Two Harbors City Council representative. Also in attendance: Jen Swart (Friends of the Two Harbors Public Library Secretary). Absent: Dean Paron (Vice President), Daniel Thewis, Jamie Sisson, Jody Zastera, and Cheryl Passe.

Minutes

The Minutes of the previous meeting of Tuesday, August 8, 2023, were presented. Hearing no additions, changes, or corrections, the Minutes were approved.

Bills

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

Financial Report

The Financial Report for August 2023 was not available. Madeline advised the Board that she is waiting on some information, and it will be ready for the October meeting.

Liaison Reports

- **Friends of the Library** – book sale at Lakeview Memorial Hospital 10/12-10/14; need volunteers to set up and take down (10/11 from 3-5 pm and 10/14 from 1-2 pm).
- **City Council** – nothing to report.

Librarian's Report

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

Unfinished Business

- **2024 Budget revisions** – The Finance Committee met, reviewed, and agreed to the revisions for the 2024 Budget. Sharon/Amber moved to accept the 2024 Budget revisions. Motion carried.
- **Blandin grant** – Madeline updated on restroom work and timeframe for new circulation desk.

New Business

- **Volunteer time tracking** – working on a summary of volunteer time for Board members. Madeline will make a shared form for Board members to enter their volunteer hours on a monthly basis starting next year.

Next Meeting

Tuesday, November 14, 2023 @ 5:00pm – THPL Board Meeting

Adjourn

Karen/Amber moved to adjourn the meeting at 5:44 p.m. Motion carried by consent.

Respectfully Submitted,
Sharon Lind, Secretary