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# Billings City Library

252 Us Hwy 60, Billings Mo. 65610

Board of Directors Meeting Minutes

Wednesday Oct. 11th, 2023

Call to Order at 3:30pm

Present: Jessie Coker, Susie Wilken, Jane Ritenhour, Zoe Ware, Jesslyn Chamberlin

Not present: Mickey Brown


Public Participation - none

## Unfinished Business

1. Final review of Volunteer manual
  - a. Jesslyn Chamberlin made a motion to approve the new volunteer manual. Susie Wilken seconded. All in favor: Zoe Ware and Jane Rittenhour. Approved.
  - b. Volunteer manual will be available for volunteers on desk.
2. Blue Host reimbursement . Vote
  - a. Susie Wilken made a motion to reimburse Jessie Coker for this. Jane has receipts. Jesslyn Chamberlin seconded. All in favor - Jane Ritenhour and Zoe Ware. Approved.
    - i. Jane will provide receipts to Chris at city hall for reimbursement to Jessie.

## New Business

1. Any updates from Liaison.
    - a. No City Liaison present
    - b. Meeting of the minds update - next meeting is in January.
  2. Karen to talk about Cataloging possible vote.
    - a. Moving this topic to the next meeting, as Karen is unable to be at the meeting today.
  3. Acceptance of Zoe Ware resignation
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- a. Jesslyn Chamberlin made a motion to accept Zoe Ware resignation effective November 1st. Zoe Ware seconded. All in favor - Susie Wilken and Jane Rittenhour. Approved.
  4. Discussion about friends of the Library.
    - a. Clarification of the relationship between Friends of the library and the billings city library discussed. In the May special call meeting the BCL board voted to stop using FOL as our non profit until the paperwork is in place. In the meantime we will still have a relationship with FOL and work together to benefit the library.
  5. Cataloging of Reference materials.
    - a. Jesslyn Chamberlin made a motion to catalog the reference materials (yearbooks etc) to have them in the library system but they will not be available to be checked out. Jane Ritenhour seconded. All in favor - Susie Wilken and Zoe Ware. Approved.
  6. Discussion about new board members surveys
    - a. We have 2 interested people and will plan to meet with them before the next meeting.
    - b. Will also share the interest post online again
  7. Mini freezer purchase for 40 dollars for future use during the summer for the sack lunch program.
    - a. Jesslyn Chamberlin made a motion to buy the mini freezer. Zoe Ware seconded. All in favor - Susie Wilken and Jane Ritenhour. Approved.
  8. Ceiling tile / Bookshelf naming as an ongoing fundraiser
    - a. Jesslyn Chamberlin made a motion for Jessie to create an event on event brite charging \$50 to decorate a ceiling tile and charging \$150 to name/sponsor a bookshelf for 1 year and the option to sponsor the entire kids room for \$500/year. Susie Wilken seconded. All in favor: Jane Rittenhour and Zoe Ware. Approved.
  9. Spring 5 K
    - a. Zoe Ware made a motion to not do a spring 5K. Jane Rittenhour seconded. All in favor - Susie Wilken and Jesslyn Chamberlin. Approved.
  10. Approval of Sept. 2023 financials.
    - a. Susie Wilken made a motion to approve September 2023 financials. Jesslyn Chamberlin seconded. All in favor - Jesslyn Chamberlin and Zoe Ware. Approved.

#### 11. Approval of Sept 2023 Minutes

- a. Susie Wilken made a motion to approve September 2023 minutes. Jesslyn Chamberlin seconded. All in favor - Zoe Ware and Jane Rittenhour. Approved.

#### 12. Delegation of responsibilities going forward , Volunteers, schedules etc.

- a. Jesslyn Chamberlin made a motion that Jessie Coker will take over the volunteer scheduling/interviewing/training. Susie Wilken seconded. All in favor - Jane Rittenhour and Zoe Ware. Approved.

#### 13. Motion to adjourn

- a. Jesslyn Chamberlin made a motion to adjourn at 4:30. Zoe Ware seconded. All in favor - Jane Rittenhour and Susie Wilken. Approved.

## Notes

## Action Items

## Next Meeting Agenda Items