

**Northville Public Library
Board of Trustees
November 15, 2022 Minutes**

Present: Michael Burnett (Director), Stella Williams, Cheryl Miller, John Knapp, Cristen Shepard, Beth Junquera, Mike Feldman, Jamie Philo

Absent: Candy Frasier, John Conley

Stella Williams(President) called the meeting to order at 6:27pm.

Secretary's Report: All approved Minutes from the October meeting. (Williams, Miller)

Treasurer's Report: The October Report was approved unanimously, with the correction of a figure of added interest noted. (Knapp, Shepard)

Williams made a motion for expenditures to be paid, seconded by Miller, with all voting Aye.

Director's Report: Mr. Burnett reported the circulation and attendance statistics for October. The new library website design has been completed and implemented. The old library street sign has finally been erected near the visitor kiosk on Route 30. A mini grant of \$500 was received for a new laptop. Unanimously approved (Feldman, Shepard)

New Business: Mr. Burnett informed the board that Candy Frasier has resigned her seat, effective immediately. A replacement will be needed. Feldman questioned if the board needed be so large. Discussion was halted with Mr. Burnett suggesting that the board be held as is until a new Director is in place. John Conley has indicated that he will not seek another term, Rich Cole has agreed to fill that seat. Cheryl Miller will remain in her position for another term. Shirl Doherty had expressed interest in being more involved with the library and would be willing to serve on the board if needed. Mr. Burnett will contact her.

Buildings and Grounds: Mr. Burnett has provided a long and detailed listing of the duties and workings of keeping the building open and running smoothly and surrounding grounds maintained. This along with the Calendar of Task will be a good framework of expectations as well as a handbook for the new director.

Friends: The Holiday Raffle Fundraiser runs through December 8th.

Search Committee: Cheryl Miller has been working on a rough draft of a Job Description, which she presented. It was favorably received with some changes proposed. Feldman suggested that "grant writing" be included in the list of duties. There was also a question raised about the necessity of the position requiring a Civil Service Test. Discussions to be continued in the meeting to follow this regular meeting.

Next Meeting: Tuesday, December 20th.

Adjourned: 6:56 pm

Respectfully submitted, Beth Junquera(secretary)