**Candor Library Board Monthly Meeting Minutes**

**APRIL 19, 2023**

**Trustees in Attendance:** Trish Engelhard (Board President), Melvin Foster, Sue Gray, Sue Heavenrich, Deanna Houck, Joe Morrison, Oreal Richards, Roy Yarrington

**Trustees Absent:** Nancy Riggs

**Others in Attendance:** Marcia Enright (Library Director), Linda Kacapyr (Library staff), Lois Purcell (Board secretary)

* The meeting was called to order at 7:04 p.m.
* The minutes from the board’s monthly meeting on March 8, 2023 were approved. That motion to approve was made by Deanna Houck and seconded by Sue Heavenrich.
* The treasurer’s report, prepared by Kim Sullivan for March, was reviewed, and approved. Roy Yarrington made the motion to approve the financial report, and Deanna Houck seconded his motion.

**LIBRARIAN’S REPORT:**

Marcia Enright gave a thorough report of library activity since the last meeting, as well as upcoming events. Her report will be available in the notebook at the circulation desk.

**MISCELLANEOUS BUSINESS:**

* Trish reported that she had contacted Pattie Reichert from the town board regarding when we can/should make a request for public funding for the library. We have traditionally made the request of the town in the Fall, but Pattie says that it can be done at any time. Trish plans to make the request in the next few weeks.
* We discussed the need for new computers for library use. We currently have three public computers. Melvin moved that Marcia arrange to purchase two new computers thru FLLS, providing we keep the cost below $1200 each. Deanna seconded his motion.
* We discussed how to approach looking for a new library director, considering Marcia’s upcoming retirement, at some length. Trish distributed a draft of Marcia’s current job duties and has solicited input from several board members, as well as library staff. Sue Heavenrich volunteered to also solicit input from Sarah Glogowski at FLLS in regard to a job description and job requirements, as well as expected salary range.
* Marcia has contacted the company where our awning was purchased a number of years ago, to ascertain the replacement cost of a new awning.
* Sue Heavenrich has prepared a PR piece with library news and notes for the Tioga County Courier, The Owego Pennysaver, and the News Chronicle. Of particular note is that the criterion for the hotspot included in the telehealth kits, has been expanded beyond just telehealth use.

The meeting was adjourned at 8:18 pm.

The next meeting will be held on May 10, 2023.

*Minutes submitted by Lois Peret Purcell*