**Candor Library Board Monthly Meeting Minutes**

**September 13, 2023**

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

**Trustees Absent:** Deanna Houck

**Others in Attendance:** Donna Schwender (Library Director), Lois Purcell (Board secretary)

* The meeting was called to order at 7:03 p.m.
* The minutes from the board’s monthly meeting on June 21, 2023 were approved. Also approved were the minutes from the special meeting to appoint a new director, held on June 29, 2023.
* The financial report was reviewed and approved. At the recommendation of Kim Sullivan, Nancy moved that $15,000 be moved from the investment account to cover expenses until the library receives monies from the town. Melvin seconded her motion.

**LIBRARIAN’S REPORT:**

Prior to the meeting, Marcia Enright had given her report of summer library activities to Donna to share with board members. Donna followed the reading of Marcia’s report with her own comprehensive report of library activities since she began working in July. Both reports will be available in the notebook at the circulation desk.

**MISCELLANEOUS BUSINESS:**

* Trish will write thank you notes to the Friends of the Library for the new awning, and to Denice Peckins for the beautiful cake she provided for Marcia’s retirement party.
* The Sexual Harassment policy was reviewed and approved; Joe moved to approve it and Roy seconded his motion.
* The Meeting Room policy was also reviewed. Oreal moved to adopt it with changes as noted by Sue H. and Melvin seconded her motion.
* The need for working committees to address several topics (i.e. finance) was discussed and was tabled until the next meeting.
* A vote was taken (and approved), by board members, to remove Melvin Foster’s name from the Tioga State Bank account, and to add Donna Schwender’s name and Trish Engelhard’s name, along with Kim Sullivan’s name.

The meeting was adjourned at 8:31 pm.

\*Nancy Riggs had to leave at 8:05 PM.

The next board meeting will be on October 11, 2023

*Minutes submitted by Lois Peret Purcell*