**Candor Library Board Monthly Meeting Minutes**

**November 08, 2023**

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

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

* The meeting was called to order at 7:01 p.m.
* The minutes from the board’s monthly meeting on October 11, 2023 were approved (motion to approve was made by Deanna and seconded by Roy)
* The financial report was reviewed. There was some discussion about the increase in custodial expenses. Donna will clarify with the custodian, to confirm the hours she needs to provide the cleaning service. With that caveat, the motion to approve the financial statement was made by Sue H and seconded by Nancy.

**LIBRARIAN’S REPORT:**

Donna gave a thorough report of library activities in October. Her report will be available in the notebook at the circulation desk.

**MISCELLANEOUS BUSINESS:**

* The need for a collection development policy was discussed. It was agreed that Donna, Melvin and Sue H will serve on a committee to establish such a policy.
* A proposed media policy was presented. After discussion, Nancy moved that we accept the policy as presented and Oreal seconded her motion. The policy will be filed at the desk with other policy statements, and posted on the library website.
* A budget for 2024, prepared by Donna, Trish and Kim, was presented and discussed. Sue H moved that we accept the budget as proposed and Nancy seconded her motion.
* The original estimate to update the lighting has been revised and is somewhat lower than the first estimate. We will get additional estimates as well, and plan to be prepared for requesting a grant to do the work.
* Donna raised the issue of protocol for children being in the library unattended by a parent or other adult. She will ask at an FLLS meeting how other libraries handle young children coming to the library unattended, and perhaps at what age it is appropriate.
* Donna also raised the question of whether we should have a Narcan box in the library. She has been approached by agencies who provide the boxes and training for use of Narcan. She will ask other FLLS library directors whether they make use of the boxes.

The meeting was adjourned at 8:35 pm (motion made by Roy and seconded by Joe).

The next board meeting will be our annual meeting on January 6, 2024 at 2 p.m. It will be followed by our monthly board meeting for January.

*Minutes submitted by Lois Peret Purcell*