

Obion River Regional Library  
Library Board Meeting Template for Minutes

Library: Benton County Library System	Date: 11-9-23
Name: Irice Clifft	Title: Secretary

Check for:

Notes:

Agenda and Minutes from last meeting	<input type="checkbox"/>	
Approval of minutes by vote	<input type="checkbox"/>	Motion: Stephen Second: Kelsey Approved
Quorum	<input checked="" type="checkbox"/>	Must have over half of trustees present
Trustees attending	5	Susan Woods, Steven Stokes, Kelsey Forrester, Irice Clifft, Wendy Hicks
Guests/Ex-officio members attending	1	Susan Hubbs, Director
Chair (or other leading meeting)	Susan Woods	Office (if not chair): Chair
Meeting called to order	4:13	
Meeting adjourned	4:39	Motion made by: Stephen Stokes Seconded by: Kelsey Forrester
Next meeting date and time	Date and time here	N/A

Reports:

Notes:

Community/Public Comments	<input type="checkbox"/>	Guest speaker:N/A
Financial report	<input type="checkbox"/>	<p>On target for Financials, maintenance agreement expenses are at 94 percent.</p> <p>Motion: Motion made by: Seconded by:</p>
Library Director's report	<input type="checkbox"/>	<p>Board presented with M.O.E. for the upcoming financial year. Director pointed out the decrease in funding this year compared to previous years. Director expressed her disappointment in the reduction of the M.O.E. and emphasized that Big Sandy was not included in the M.O.E. She also noted the waiver letter from Mayor Mark Ward. October has been a busy month for programming. Staffing is short but they are still rolling along. The library has participated in many volunteer community events. 40 pumpkins were entered into the yearly book character pumpkin contests. Upcoming events include stuffy sleepover friends giving. Thanksgiving meals for ASA. Adult crafting, Christmas on the square, and outdoor decorating of the library, Christmas tree decorating contest, photos with Santa, and newly adding pet photos with Santa! Teens are building a float for the parade. The friends are selling famous library hot chocolate on the day of the Christmas parade. They will also be selling brownies and cookies. They also participated in United Way radio auction. They will be hosting a Christmas movie. The year will be ended with the annual Noon Year Eve.</p> <p>Any votes: Motion: Motion made by: Seconded by:</p>
Committee reports	<input type="checkbox"/>	<p>N/A</p> <p>Any votes: Motion: Motion made by: Seconded by:</p>

<p>Old/Unfinished/Other business</p>	<p><input type="checkbox"/> Stephen motions to nominate Irice Clift as Secretary. Wendy seconds.</p> <p>Motion Carried</p> <p>Motion to move meetings to 5 o'clock  Motion: Stephen Stokes  Second: Wendy Hicks</p> <p>Carries</p>
<p>New business</p>	<p><input type="checkbox"/> Sarah Kilgore resigned from the board due to a sudden and unexpected relocation to Ohio.</p> <p>Also happy to welcome Jack Leonard to the board of trustees.</p> <p>Any votes:  Motion: to nominate Bayli Hedge to fill the empty seat on the board of trustees.  Motion made by: Irice Clift  Seconded by: Kelsey</p> <p>Motion Carried</p> <p>Motion to add updating our Library Technology Plan to the three standards we are striving to meet this fiscal year.  Made by: kelsey Forrester  Second: Irice Clift</p> <p>Carries</p>
<p>Regional report</p>	<p><input type="checkbox"/> N/A</p>
<p>Notes of interest</p>	<p>Annual Christmas party will be moved to a restaurant rather than doing the usual pot luck event.</p>