

**Larsen-Sant Public Library  
Board Meeting Minutes  
Monday, Jan 13, 2025 1:00 pm**

**Roll Call:** Richard Stewart, David Woodward, Max Excell, Laura Wheatley, Shelley Lowe

**Public Comments:** No Public Attendees

**Action Items:**

**Approve Minutes:** Richard moved that the minutes be approved, David seconded, all approved

**Approve bills:** David moved that the bills be approved, Richard seconded the motion, all approved

**Trustees: Comments**

**Volunteer hours**

David – 2

Richard – 3

Max – 6

**Treasurer: Finances** – We received a large donation from the Zelma Woodward trust, and it was deposited into Alta Bank. Giselle moved it to the Investment account. The total will not be available until next month. LGIP - \$103,011.65 DBF - \$952,656.91

**Policy to be approved: Financial Policy** -Richard moved that we approve of the corrected Financial Policy, Max seconded the motion, all approved.

**Librarian: Staff Sick Leave-** The board agreed that sick leave is to be used for when staff is sick, not for a missed work day.

**Staff making up missed time-** The board agreed that making up staff hours if you missed some because of an appointment etc. will not be able to be made up.

**No staff Saturdays-** In the case that a staff member cannot work a Saturday that they are scheduled and is looking

for another staff member to cover for them, and none are available to work, then the library may be closed.

The Family Place asked for a discount on renting the community room and the board suggested that maybe they pay the yearly rate which is cheaper than the \$15 per hour.

The Friends wanted to know if the board wants one of their members present or write a note for the friends meeting. It was suggested that the previous board meeting approved minutes be read at the friends meeting.

**Assistant Report:** The Financial Policy will be ready to be given out at the next board meeting with the corrections.

**Program Coordinator:** I'm happy that Christmas is over and we all survived! It was a busy month of giving books away. In all we gave away about 800 books. 300 to the festival of lights, 100 for Santa at the library, and about 250 for the angel tree. We also provided books for each child that wrote a letter to Santa but we really have no way to know exactly how many as the Key Club collects those at random times. Maybe in the future we need to have them keep track for us. My best estimate is 150-200. We had 176 entries for the coloring contest, and gave each entry a candy cane. We gave out 5 prizes.

For January we don't have a huge amount going on, Let's Talk About It will be on the 15<sup>th</sup>, and our usual programming. Wendi started the new Baby and Me story time on the 7<sup>th</sup>. There was not a huge turnout, but hopefully that will grow. Shannon is set to start the music and movement program on the 28<sup>th</sup>. Thanks Shannon! We will be getting advertising out for that ASAP.

The Friends are planning the Princess Tea Party. We have talked about just making it a non-princess tea party and inviting girls and boys. Because of the overwhelming success of the Princess party we have decided to hold it twice. The dates will be March 8<sup>th</sup> and 15<sup>th</sup>. Because we are doing it twice, and will need twice as many helpers, we may be asking the board to help with that.

**Expansion:** We have an appointment with Craig Kunz on

January 21, 2025 at 3:30pm to go over blueprints of the expansion. Sue Stewart has scheduled a meeting on Monday, January 20<sup>th</sup> at 2:00 pm. Max told us about a grant opportunity with the Four County Alliance of Southeast Idaho. They asked if Diane could look into that grant.

**Policy Committee Meeting: No meeting this month**

**Adjourned : 1:50**