

Meeting Minutes for January 10, 2022 Annual Meeting

Phelps Library Board of Trustees

Called to Order:

Roll Call: Dave Ben, Lee Coryell, Kevin Kelley, Breeyn Bengston, Nick Rich, Holly Rich, Director Daniel Bish

Public Participation: None

Adoption of Agenda: Motion: Lee Second: Nick All: Approved

1. Approval of Minutes (January 10, 2021), Motion: Nick Second: Bree All: Approved

2. President's Report

New contract signed for Dan for 2022

Constant re-adjustment was required for the upcoming expansion project

Goals for 2022 included;

- a. Need to develop new ideas for fundraising (Annual Campaign only one presently)
- b. Need for increase in Board membership

3. Director's Report

Dan shared that this was a year of “consistent uncertainty” due to the rise and fall of COVID numbers. It was a difficult year to maintain operations and public programming while continuing to be constantly mindful of the need for safety measures for patrons and staff.

Highlights included: in person programming for the summer reading program, development and institution of a teen program and an increase to 52 hours/ week in operating hours for patrons.

First steps were taken with the Phelps Community Center and the Village toward the Library expansion project.

4. Standing Committee Reports

-Building/Technology Dan/Kevin

-Finance/Funding Bree

-Policy/Personnel Lee

-Public Relations Holly

5. Election of Trustees

No renewals are necessary for this year

-Nomination and Election of Officers

Re-election of existing officers Motion: Nick Second: Bree All: Approved

Officers for 2022

Dave Benz: President

Lee Coryell: Vice President

Bree Bengston: Treasurer

Holly Rich: Secretary

2022 Committee Assignments

Building/Technology: Kevin- Chairperson, Nick

Finance/Funding: Bree- Chairperson, Kevin

Policy/Personnel: Lee- Chairperson, Nick

Public Relations: Holly-Chairperson, Lee

Claims Auditor Schedule for 2022 was completed.

List of Items to be reviewed and approved by board:

1. 2022 Salary Schedule
2. 2022 Pay Raise and Health Benefits Summary
3. Insurance review
4. Bank Depository Review
5. Claims Auditor Responsibilities
6. Signatories Review
7. Approval of Depreciation Schedule Motion: Dave Second: Bree All: Approved
8. Authorization of Prepayments Motion: Lee Second: Nick All: Approved
9. By- laws Review
10. Conflict of Interest Disclosures
11. Whistle blower Disclosures
12. Sexual Harassment Disclosures
13. Policies Review and Vote

Current policies are in place and accepted.

Motion to Adjourn: Lee Second: Nick All:Approved

Phelps Board of Trustees January 10, 2022

Roll Call :

Dave Benz, Lee Coryell, Kevin Kelly, Breeyn Bengston,
Nick Rich, Holly Rich, Director Daniel Bish

Public participation: None

Meeting called to order at 6:32 pm.

Adoption of Agenda: Approved. Lee, motion; Nick, second; All in favor

1. Approval of Minutes: December 13, 2021

by Nick; Bree, second; All in favor

2. Approval of Finances:

by Nick; Kevin, second; All in favor

3. Director's Report

Dan reported that incidences of new COVID cases in Ontario County continued to increase as anticipated over the holiday season. The NY State Governor has mandated the usage of masks regardless of vaccination status until January 31, 2022. PLS will send 250 N95 masks to the Library. NY State now requires that Board members complete 4 hours of Trustee Workshop Training on an annual basis.

4. Standing Committee Reports

a. Building/Technology

- i. The Village has recently replaced the window in 207 with one that does not open. Questions were raised regarding whether this window was acceptable in case of an emergency.
- ii. Discussion centered around how the building was classified by NY State for the purpose of building renovations.

b. Finance/Funding

- i. The Annual Appeal was delayed due to the illness of staff.
- ii. A funding request was sent to the Village.

c. Policy/Personnel

N/A

d. Public Relations

- i. Library Advocacy Day will be held online Wednesday, March 2, 2022.

e. Unfinished Business

N/A

f. New Business

N/A

Meeting adjourned at 7:36 pm.

**Next meeting February 14, 2022 in the
Library @ 6:30 PM**

Proposed Agenda for February 14, 2022, Monthly Meeting

Phelps Library Board of Trustees

Roll Call:

David Benz, Lee Coryell, Kevin Kelley, Nick Rich arrived at 6:35, Holly Rich, Bryeen Bengston, Director Daniel Bish

Public Participation: None

Meeting called to order at 6:32 pm

Adoption of agenda: Approved. Lee, motion: Bree; All in Favor

1. Approval of Minutes February 14, 2022, Approved Bree, motion: Lee; All in Favor

2. Approve Finances: tabled till 3/14 meeting

3. Director's Report

Dan shared that Covid tests were received to distribute to patrons requesting one. Masking continues to be mandatory in schools and remains mandatory at the Library in deference to our patrons and the Day Care located in the PCC.

Five scouting groups came into the STEAM room to create cars. They plan on returning in the future with other projects.

Local Palate in conjunction with the Library is forming a Book Club, Participants will meet at the restaurant beginning March 2 and continue to meet the first Wednesday of each month thereafter..

The annual report will be available to peruse at the March meeting.

Anyone challenging the selection of reading materials will be directed to Dan who will review Library policy.

4. Standing Committee Reports

- Building/Technology:

- Appointment scheduled on-site with HBT Architects rep Rebecca Barone on February 18th at 2 PM. Dan continues to attempt to contact Labella and MRB via voicemail in an effort to reach the appropriate personnel. Sam from Bishop Electric will also visit in the coming weeks to review the space for our electrical needs

- Finance/Funding:

- Town funding received with the requested increase

- Policy/Personnel:

- - Public Relations:

- Library Advocacy Day will be held virtually March 2nd;-

5. Unfinished Business:

-Long Range Planning needs to be conducted and finalized this year

6. New Business: N/A

Meeting adjourned at 6:50 PM

Next meeting: Monday, March 14, 2022, @6:30 PM at the Library

Phelps Library Board of Trustees March 14, 2022, Monthly Meeting

Roll Call:

David Benz, Lee Coryell, Kevin Kelley, Nick Rich, Holly Rich, Bryeen Bengston, Director Daniel Bish

Public Participation: None

Meeting called to order at 6:31 pm

Adoption of agenda: Approved. Nick, motion: Lee; All in Favor

1. Approval of Minutes: February 14, 2022, Approved. Lee, motion: Bree; All in Favor

2. Approve Finances: 1/14 Report Approved. Nick, motion: Lee; All in favor
2/14 Report Approved. Lee, motion: Nick: All in favor

3. Director's Report

Dan shared that Ontario County lifted the mask mandate due to the decrease in COVID cases. Hence, the Library may wish to reconsider revising our current masking policy given the newest data. He has queried the staff on this issue.

Dan has reached out to the CJS Architectural Firm from Buffalo with an office in Rochester to schedule an onsite evaluation of the expansion project. He is continuing to pursue input from MRB, as a third option.

The annual report will be available to peruse at the April meeting due to software copying difficulties.

4. Standing Committee Reports

- Building/Technology:

- Finance/Funding:

- Dan attended a Village Budget workshop on March 8th.
- Board discussed possible options regarding the expansion project in terms of cost and building renovations meeting the necessary building codes

- Policy/Personnel: N/A

- Public Relations:

- Deb Dennis is teaching a course in the STEAM lab on book binding.
- Dan and Stephanie (Children's Librarian) hosted a ZOOM meeting with the third graders of Midlakes Intermediate School, in an effort to promote library card registration. The Meeting was very successful and students can look forward to an in-person field trip in June for a tour of the library and participate in STEAM Lab experiments.

5. Unfinished Business:

- Long Range Planning needs to be conducted and finalized this year. The need to form a Long Range Planning committee in the near future was discussed

6. New Business: N/A

Meeting adjourned at 6:50 PM

Next meeting: Monday, April 11, 2022, @ 6:30 PM at the Library

Phelps Library Board of Trustees, April 11, 2022, Monthly Meeting

Roll Call:

Lee Coryell, Kevin Kelley, Nick Rich, Holly Rich, Bryeen Bengston, Director Daniel Bish
David Benz (absent)

Public Participation: None

Meeting called to order at 6:30 pm

Adoption of agenda: Approved. Nick, motion: Kevin; All in Favor

1. Approval of Minutes: February 14, 2022, Approved. Nick, motion: Kevin; All in Favor

2. Approve Finances: 3/14 Report Approved. Nick, motion: Kevin; All in Favor

3. Director's Report

Dan shared the Library has lifted the masking mandate for the building. However, the shield constructed at the main desk will remain. The availability of hand sanitizer and masks for those feeling the need to use them will continue. Should the numbers of COVID cases increase in the county, further action will be taken to ensure the safety of staff and patrons.

Dan will hopefully schedule appointments with the Architectural Firms of CJS and MRB to gain their input for the expansion project.

Mobil Graphics in Victor will provide a quote for the wrapping of the Book Drop.

Dan has applied for a new grant for the Storywalk on the Ontario Pathways. The Pathways Organization would like this project to be completed to be presented to the public on June 4, 2022, which is National Trail Day.

4. Standing Committee Reports

-- Building/Technology:

- Discussion regarding the responsibility for the removal of nonfunctioning air condition units which have become a haven for birds and squirrels.

- Finance/Funding:

- Taxes have been completed and filed.

- Policy/Personnel: N/A

- Public Relations:

- New courses will take place in the STEAM lab on bookbinding and vermiculture.

- Dan will act as a guest Judge at the Midlakes Storytelling Festival.

- Due to the popularity of Dungeons and Dragons Young Adults Group an additional group will be formed to cater to adults.

- New York State Assemblyman Jeff Gallahan will visit the Library on April 20, 2022.

5. Unfinished Business:

-Long Range Planning needs to be conducted and finalized this year. The need to form a Long Range Planning committee in the near future was discussed.

6. New Business: N/A

Meeting adjourned at 6:59 PM

Next meeting: Monday, May 9, 2022, @ 6:30 PM at the Library

Phelps Library Board of Trustees, May 9, 2022 Minutes of Monthly Meeting

Roll Call:

Kevin Kelley, Nick Rich, Holly Rich, Bryeen Bengston, Director Daniel Bish

David Benz, (Lee Coryell, absent)

Public Participation: None

Meeting called to order at 6:30 pm

Adoption of agenda: Approved. Nick, motion: Bree; All in Favor

1. Approval of Minutes: April 11, 2022, Tabled till next month

2. Approve Finances: 4/11 Report Approved. Holly, motion: Nick; All in Favor

3. Director's Report

Dan shared that Ontario County is currently reported as having the highest number of new COVID cases (45) in the Fingerlakes region. The Library will continue to monitor and assess any changes necessary for safety measures.

Dan met with Mayor Brian Hemminger who stated that the Library may alter the pre-existing windows to meet State requirements but must also incur the cost of these renovations. The cost of these windows is dependent on a quote from Geneva Glass. After meeting with Cassidy Roelofs, a representative from the MRB group, Dan anticipates receiving a proposal for the Schematic Design apportion of the expansion project.

Dan and Deb delivered the Book Drop to Mobile Graphics in Victor. Their estimated quote was less than expected and arrangements will be made to transport the completed project when completed.

Dan has applied for a new grant for the Storywalk on the Ontario Pathways. The Pathways Organization would like this project to be completed to be presented to the public on June 4, 2022, which is National Trail Day.

4. Standing Committee Reports

-- Building/Technology:

- See above

- **Finance/Funding: N/A**

- **Policy/Personnel: N/A**

- - Public Relations:

- Assemblyman Jeff Gallahan visited the Library on April 20th. Discussion centered around the importance of the Library to the Community and the need for his support in the legislature.

- The Library received the Summer Story Walk grant from PLS. Dan will meet with Susan Macaulay to prepare for installation on the Ontario Pathway.

- Dan attended Romulus Center School's Makerspace Night on May 3rd and the PCC's Family Resource Fair on the 7th. The Library hosted a class of 8th

graders from Midlakes on May 6th and will again host a 3rd-grade class in the STEAM LAB.

- Annual Summer Reading Program entitled "Oceans of Possibilities" will begin in July under the tutelage of Stephanie Cheney. Collaboration with the PCC Daycare/School Age Program is anticipated.

5. Unfinished Business:

- Long Range Planning needs to be conducted and finalized this year.

6. New Business:

- Approval of Annual Report Bree, motion: Nick; All in Favor
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Meeting adjourned at 6:52 PM

Next meeting: Monday, June 13, 2022, @ 6:30 PM at the Library

Phelps Library Board of Trustees, June 13, 2022 Minutes of Monthly Meeting

Roll Call:

Kevin Kelley, Lee Coryell, Bryeen Bengston, David Benz, Holly Rich, Director Daniel Bish
(Nick Rich- absent)

Public Participation: None

Meeting called to order at 6:30 pm

Adoption of agenda: Approved. (as edited), motion: Lee; Kevin, All in Favor

1. Approval of Minutes: May 9, Motion: Bree; Lee, All in favor

2. Approve Finances: 4/11 Report Approved. motion: Holly; Kevin, All in Favor

3. Director's Report

Dan shared that Ontario County is currently reported the number of new COVID cases decreasing. The Library will continue to remain cautious and assess any changes necessary for safety measures.

Dan met with Jill and Janie to discuss the upcoming move day. It has been changed to September 1st to allow space for the PCC summer programming. The Village confirmed the increased lease payment will not occur until we take occupancy of rooms 211 and 213.

The Book Drop from Mobil Graphics has been completed. A few finishing touches will be required before it can be installed in its outside location.

4. Standing Committee Reports

-- Building/Technology:

- Discussion ensued regarding the differences in the two proposals we have received thus far: MRB and HBT.

- Finance/Funding:

- Dan received a call from Jeff Gallahan's office with news that the State will provide the library with \$25,000 in Bullet Aid. Public relations will be arranged when the money is transferred to the library.

- The School Budget Levy Vote passed with a 77% approval rate.

- Policy/Personnel: N/A

- Public Relations:

- The StoryWalk opens on June 27th and will feature ten stories which will rotate among the nine participating libraries.

- Dan was a judge in the Midlakes Story Festival during May 24-26th.

- Midlakes third graders visited the library and the STEAM LAB June 7-9.

- The library will be open during the Midlakes Senior Class Chemical Free Party at the PCC to provide a quiet environment away from the activities.

5. Unfinished Business:

- Long Range Planning needs to be conducted and finalized this year.

6. New Business:N/A

Meeting adjourned at 7:05 PM

Next meeting: Monday, July 11, 2022, @ 6:30 PM at the Library

Phelps Library Board of Trustees, July 11, 2022 Minutes of Monthly Meeting

Roll Call:

Kevin Kelley, Lee Coryell, Bryeen Bengston, David Benz, Nick Rich, Holly Rich, Director Daniel Bish

Public Participation: Darcy Dipane

Meeting called to order at 6:30 pm

Adoption of agenda: Approved. (as edited), motion: Nick; Lee, All in Favor

1. Approval of Minutes: Motion: Lee; Nick, All in favor

2. Approve Finances: 4/11 motion: Nick; Holly, All in Favor

3. Director's Report

Dan shared that Ontario County is currently reported the number of new COVID cases once again increasing as the impact of summer activities begin. The Library will continue to remain cautious and assess any changes necessary for implementation of stricter measures to ensure safety.

Dan reported that initially the Story Walk on the Ontario Pathways was deemed a success. However, on [July 10th](#), it was vandalized with a few illustrations damaged beyond repair. Dan will notify the police and an alternate Story Walk location that is more adequately supervised will be pursued.

There will be a table set up to introduce the many activities and materials that the Library has to offer at the Fireman's Field Park Farmer's Market on [Thursday](#) afternoons from June through September.

Dan stated that the library was successfully utilized during the CehemicalFree graduation party.

Usage of library materials, and patronage in programs (tutoring, sign language) has increased since May.

4. Standing Committee Reports

-- Building/Technology:

- The differences between the MRB and HBT architectural proposals for the expansion project were further discussed.

- The Board voted to select HBT. Motion: Bree; Lee; All in Favor. Dan will contact HBT to begin planning.

- - Finance/Funding:

- Funding check for \$55,000 arrived from the village.

- - **Policy/Personnel: N/A**

- - **Public Relations: See Director's Report**

5. Unfinished Business:N/A

6. New Business:N/A

Meeting adjourned at 7:15 PM

Next meeting: [Monday, August 8, 2022](#), @ 6:30 PM at the Library

Phelps Library Board of Trustees, [August 8](#), 2022 Minutes of Monthly Meeting

Roll Call:

Kevin Kelley, Lee Coryell, Bryeen Bengston, David Benz, Nick Rich, Holly Rich,
Director Daniel Bish

Public Participation: None

Meeting called to order at 6:30 pm

Adoption of agenda: Approved. Motion: Lee; Nick, All in Favor

Darcy Dipone voted in as the new Board Member

1. Approval of Minutes: Motion: Nick; Lee, All in favor

2. Approve Finances: Tabled until next month

3. Director's Report

Dan shared that Ontario County has reported that COVID numbers are down to 15/ week. The Library will continue to remain cautious and assess any changes necessary to implement stricter measures to ensure safety. Due to an outbreak of COVID in the building, the Summer Recreation Program was canceled.

Dan shared that moving the materials from rooms 207 to 211 must begin on [September 1st](#). Volunteers to assist in enabling this move were requested.

The Summer Reading Program is progressing successfully. Due to an employee illness, Dan will fill in leading the Summer Program.

The final acceptance letter to begin the pre-grant phase of the expansion project was signed.

4. Standing Committee Reports

– **Building/Technology:** (see Director's Report)

– **Finance/Funding:** N/A

– **Policy/Personnel:**

Discussion of the: "First Amendment Auditor" Response Policy and how it affects Phelps Memorial library as an "Association Library". Dave reviewed the Patron Policy's Code of Conduct. Revisions to the Code of Conduct will include a section to address requests to record library staff/ patrons for both commercial and non-commercial purposes.

– **Public Relations:**

The Story Walk has been relocated to the front of the building due to vandalism that previously occurred on the Ontario Pathways.

5. Unfinished Business: N/A

6. New Business:

Next meeting look at Public Policy Handbook

Meeting adjourned at 7:14 PM

Next meeting: [Monday, September 11, 2022](#), @ 6:30 PM at the Library

Minutes of September 12, 2022
Phelps Library Board of Trustees Monthly Meeting

Roll Call:

David Benz, Lee Coryell, Kevin Kelley, Nick Rich, Holly Rich, Bryeen Bengston, Darcy Dipane and Director Dan Bish

Other Staff and Public:

Assemblyman Jeff Gallahan, Alexis Ogra

Assemblyman Gallahan speaks to the development of the Phelps Library, being a leader in the Ste(a)m aspect of what a library can provide to the community. Director Bish thanks Assemblyman Gallahan for the State "Bullet Aid" funding.

Adoption of Agenda: with change to allow public presentation by Assemblyman Jeff Gallahan to precede the opening of the meeting. Voted to adopt unanimously. Motion made by Lee Coryell, second by Bryeen Bengston.

Adoption of Minutes: of August 8 2022 Monthly Board of Trustees meeting. Motion made by Lee, second by Bryeen. Voted to adopt unanimously.

Approval of Finances: for July and August, Lee motions to accept and Bryeen seconds for July. Lee motions to accept for August. Motion by Lee, second by Bryeen. Approval for both months is unanimous.

Director's Report: The Covid average for Ontario County is 12 cases which is the same count for recent months...the library is still being cautious.

Meetings: with HBT on September 14 at 4PM. Minutes were emailed to trustees. with Phelps Village Board. Dan gives the Village Board a proposed schedule of the project. A formal presentation will happen in the near future.

Rooms to be remodeled will probably be vacated in about two weeks.

The Village will not charge more rent until we take possession.

The Library was invited to take part in the Village's Phelps Harvest Festival.

Stephanie Cheney will expand the proposed program.

The Library will again participate in "Give Back" in which we collect for other non-profit organizations, most often the Phelps Food Cupboard.

Dan mentions that the library will be doing some "end of year" stuff.

Finance: Dan has asked the Town of Phelps for \$35,000, the same amount previously asked for.

Policy: First Amendment Auditor Policy has been emailed to trustees and will be posted by the front door. A motion for a vote to accept the new policy was made by Bryeen and seconded by Dave Benz. The policy was adopted unanimously.

Public Relations: Dan was asked what the library needs for the Harvest Festival. He replies that the staff should be able to handle the event. Bryeen says that she will be able to attend. Dave mentions to call him for pumpkins

The meeting adjourned at 7:21. The next meeting date is October 10, 2022.
Submitted by Kevin Kelley .

Minutes of October 10, 2022
Phelps Library of Trustees Monthly Meeting

Roll Call:

David Benz, Lee Coryell, Kevin Kelley, Breeyn Schoonerman

Adoption of agenda: Lee motion, Kevin seconded all in favor.

Adoption of minutes: tabled to next month

Approval of financials: tabled to next month

Directors Report:

- Covid area is increasing and we are monitoring levels.
- Meetings: with Rebecca- floor plan attached; looking to set up meeting with the village before next village board meeting; discussion of capacity and limits and plans with potential upcoming issues

Building: covered prior in director report

Finance:

- Fundraising for 2023
- Ameritrade in Stock Market - will ask McCarthy to come discuss what is happening
- Finance funding meeting: Bree & Dave - will meet before next meeting
- Tax Cap: working with Clifton on increase

Annual Appeal

Policy: none

Public relations:

- Harvest Festival - will take place October 15th from 1-3 Dan will be running

Meeting adjourned at 7:21; The next meeting date is November 14th 2022
Submitted by Breeyn Schoonerman

Phelps Library Board of Trustees, November 14, 2022 Minutes of Monthly Meeting

Roll Call:

Kevin Kelley, Lee Coryell, Bryeen Bengston, David Benz, Nick Rich, Darcy Dipane, Holly Rich, Director Daniel Bish

Public Participation: None

Meeting called to order at 6:30 pm

Adoption of agenda: Approved. Motion: Nick; Bree, All in Favor

1. Approval of Minutes: Motion: Lee; Bree, All in favor

2. Approve Finances: 9/22/2022 Nick; Holly, All in favor, 10/10/2022 Nick; Kevin, All in favor

3. John Mc Carthy presented an update on the yearly stock and investment portfolio for the Library. (See Handout) He advised meeting in the future on a quarterly basis

4. Director's Report

Dan shared that Ontario County has reported that there are 12 reported COVID cases. The Library will continue to monitor COVID cases and if needed; implement stricter measures to ensure staff and patron safety.

Dan has met with Rebecca regarding the floor plan for the expansion (See handout) He plans to schedule a meeting with the Village to discuss capacity, limits, and plans for any upcoming issues.

signed.

5. Standing Committee Reports

– **Building/Technology**

- Jim Murphy the Building Code Officer stated the current space will remain coded for the present occupancy.
- Dan received 5 sections of shelving from the Newark Library
Internet has been installed in the Staff Room.

– **Finance/Funding:**

- A meeting was held by the Finance Committee to discuss past and future budget issues
- Vote to override the Tax Cap from \$87-90,000 was passed. Motion: Nick; Bree, All in favor

– **Policy/Personnel:**

- See New business

– **Public Relations:**

- December 3, 2022, from 5-8 pm, the library will host Santa, “Letters to Santa”, crafts, and storytelling.

6. Unfinished Business: N/A

7. New Business:

A meeting will be set up with Dan to discuss the renewal of his upcoming contract for 2023.

Meeting adjourned at 8:00 PM

Next meeting: Monday, December 12, 2022, @ 6:30 PM at the Library

Phelps Library Board of Trustees,
December 12, 2022 Minutes of Monthly Meeting

Roll Call:

Kevin Kelley, Lee Coryell, Bryeen Bengston, David Benz, Nick Rich, Darcy Dipane, Holly Rich,
Director Daniel Bish

Public Participation: None

Meeting called to order at 6:34 pm

Adoption of agenda: Approved. Motion: Bree; Nick, All in Favor

1. Approval of Minutes: Motion: Lee; Nick, All in favor

2. Approve Finances: tabled till January 2023 meeting

3. Director's Report

Dan shared that there was an increase in the annual insurance renewal rate. It is now \$3057.21 yearly.

A third pricing option for the expansion project will be given by Ben Wheat.

5. Standing Committee Reports

– Building/Technology

- A meeting with Dan, Rebecca, and Jim Murphy was held and the finalized expansion plans with price estimates for the project should arrive in the near future.

- Jim Murphy the Building Code Officer stated the current occupancy numbers are consistent with the Fire Code regulations.

– **Finance/Funding:**

- The Board discussed and voted on the passage of the 2023 Library budget.
Motion: Nick; Holly, All in favor.

– **Policy/Personnel:**

See: New business

– **Public Relations:**

Santa, Letters to Santa, and other activities hosted by the Library on December 3rd during the Phelps Holiday Homecoming were a success. Each child who wrote to Santa will receive a personal response.

6. Unfinished Business: N/A

7. New Business:

A meeting will be set up with Dan to discuss the renewal of his upcoming contract for 2023.

Meeting adjourned at 7:22 PM

Next meeting: Monday, January 9, 2023, @ 6:30 PM at the Library