

**Hearst Free Library Board of Trustees Meeting Minutes**  
**August 7, 2023 – 10:00 A.M.**  
**Hearst Free Library**

Trustees Present: Maureen Parrow, Marsha Miller, Roberta Frank

Library Staff Present: Sam Walters, Director

Trustees Absent with Excuse: Scott Swan, Kurt Wyant

Others Present: none

## **I. Call to Order**

The meeting was called to order at 10:03 am.

## **II. Approval of Minutes**

Trustee Roberta Frank moved to approve the Library Board of Trustees' meeting minutes for the June 5, 2023 meeting. Trustee Maureen Parrow seconded the motion, and it passed unanimously.

## **III. Director's Report**

Director Walters reported that:

- A quorum was not present for the July meeting.
- The library's Summer Reading program will end on August 10<sup>th</sup> and has been a success.
- Over 90 children in the county have signed up for the Dolly Parton Imagination Library program cosponsored by the Friends of the Library.
- The Friends will be holding a book sale at the library from August 4<sup>th</sup> to the 9<sup>th</sup>.
- The library will be holding an astronomy program on August 10<sup>th</sup> consisting of a craft portion and a viewing of the annual meteor shower.
- The annual golf tournament fundraiser will be held at the country club on September 9<sup>th</sup>.
- Shakespeare in the Parks is still scheduled for September 5<sup>th</sup> at 5:30pm near the Begonia House in Washoe Park.
- The library purchased new patron and circulation computers.
- The library is planning on closing for two days in August for staff training and collection maintenance.

There was general discussion concerning the new computers and staff training days.

## **IV. Financial Report**

Director Walters reported that:

- The library's budget has been approved and was implemented on July 1<sup>st</sup>.

## **V. Building Report**

Director Walters reported that:

- The gaps in the 4<sup>th</sup> Street steps were patched by HydroTech employees free of charge.

## **VI. Unfinished Business**

### **Library Building**

- There was general discussion concerning needed repairs to the library's carpet, windows, floors, and exterior steps. This item was tabled until the September meeting.

## **VII. New Business**

### **Cleaning Contract**

- There was general discussion concerning the excellent work done by the library's cleaning contractor, Wendy Wendt

Trustee Frank moved to renew the Services Agreement between Wendy Wendt and the Hearst Free Library Board of Trustees. Trustee Marsha Miller seconded the motion, and it passed unanimously.

## **IX. Miscellaneous:**

There was general discussion concerning the new meeting time and the library's upcoming and current programs.

## **X. Public Comment:**

None

## **XII. Adjourn**

The meeting adjourned at 10:33 am.

Respectfully Submitted By

Sam Walters

Sam Walters, Director and Board Secretary