

# Oxford Library Board Meeting Minutes

## October 2, 2023

**Present:** Jayne Keiser, Deb Kinney, Lauren Roberts, Billie Ruden, Colleen Bowers, Megan Dial-Lapcewich and Jessica Arieux

**Absent:** Elizabeth Spratt

**Minutes:** A motion was made and seconded by Dial-Lapcewich/Arieux to approve the September minutes. Motion carried.

**Librarian Report** - In September the library was open 84.5 hours with 226 patrons in the library, 9 computer users, 209 physical materials and 102 e-books were checked out. Six new library cards were issued. 74 patrons attended the various programs in the library. Forty craft bags and 15 coloring pages were distributed.

**Trainings for Librarian** - Lauren will attend a Bridges online seminar about purchasing eBooks and audio books on a budget. She will also be attending a budget branding seminar for small libraries at the Marion Public Library.

**Direct State Aid** - The direct state aid for the Oxford Library in the amount of \$1316 was received and will be added to the budget.

**October Book Sale** - The library book sale will be October 14th during Oxford's car cruising day event. The book sale will be advertised on the flyer for the car cruising day. The pricing and display for the book sale will be similar to last year's sale.

**City Council Meetings** - Elizabeth Spratt will attend the Oxford City Council meetings to give the Library Board report in October and November. Megan Dial-Lapcewich will be the back-up if Elizabeth can't attend. Lauren will provide the report to be read.

**Light Up Oxford** - Library activities during Light Up Oxford event in December were discussed. Activity stations will be similar to last year's event. A cake walk is being planned. A sign up genius could be used to sign up cakes. An actress dressed like Mary Poppins will do a story time. Volunteers to help at this event at the library will be needed.

**Library Policies** - Library policies need to be reviewed every three years, and were last reviewed in 2020. Lauren will draft a calendar to follow to review the policies in upcoming meetings.

**Library Board Training** - The Library Board viewed two Library Board Professional Development Videos - "Approving & Monitoring the Budget" and "Developing & Adopting Library Policies".during the remainder of the meeting.

The next meeting will be Monday, November 6 at 6:30 P.M. at the library.

Motion made and seconded by Keiser/Ruden to adjourn the meeting. Motion carried.