



## Canton Public Library Board of Trustees General Meeting Minutes

**March 20, 2025 – 7:00 PM**

The Chairperson, J. Lee, called the meeting to order at 7:00 PM.

Present: N. Eggenberger, A. Iqbal, J. Lee, A. Wahby, A. Watts

Absent: H. Abdu

Also Present: S. Bewick, E. Davis

### **CALL TO AUDIENCE**

Present: K. Bounds, M. Hathaway, C. Isakson, D. McHugh, M. Nicholson, C. Swanberg

No comments

### **APPROVAL OF AGENDA**

The agenda was approved by unanimous consent.

### **APPROVAL OF GENERAL MEETING MINUTES**

The minutes were approved by unanimous consent.

### **COMMUNICATIONS**

Engagement & Design Department Head L. Golden prepared a newsletter post explaining the proposed federal cuts to the Institute of Museum and Library Services. The library has received several messages of support from patrons in response.

### **DIRECTOR'S REPORT**

In addition to her written report, E. Davis advised that the library will be welcoming one final new hire: part-time Librarian Madelynne Rivenbark, who will report to Jack Visnaw III on the Experiences team. The library will now be fully staffed.

Business Services Department Head M. Nicholson is coordinating with the Friends of the Library to order shelving for used book sales in the lobby.

As of the end of February, we are 17% of the way through the fiscal year. The first of two State Aid payments is expected in April or May; penal fines are expected to be dispersed in August. Expenditures trending above 17% are anticipated and include fringe benefits, professional/contractual, and insurances due to prepayments early in the year.

### **TRUSTEE COMMENTS**

J. Lee inquired about the voided checks on the February financial statements. Accountant D. McHugh explained this was due to a printing error; the original checks were voided so they could be reprinted.

J. Lee shared that she has received feedback from several patrons who hesitated to use the home delivery service because they were unsure if they were expected to tip the delivery person. Circulation Services Department Head K. Bounds confirmed that the delivery service is entirely library-funded; no tipping is required or expected.

N. Eggenberger said she signed up to attend an upcoming Friends of the Library Board meeting and thanked Friends Board President Carol Isakson for her attendance.

#### **UNFINISHED BUSINESS & GENERAL ORDERS**

***Approve Employee Policy Handbook revisions*** – A. Wahby moved, and N. Eggenberger supported a motion to approve the revised Employee Policy Handbook.

**The motion passed unanimously 25/3-20-1 (5-0-0)**

#### **NEW BUSINESS**

***2026 Budget – Expenditures – Library Materials Budget recommendation*** – E. Davis recommended the library again budget 15% of total revenues for library materials. Information Services Department Head M. Hathaway and Collection Development Specialist L. Craig will continue to monitor the rising costs of e-materials. The current price model has remained sustainable, but there may be a point when the library needs to change its e-material offerings to adjust for costs. The board agreed to continue allocating 15% of the total 2026 budget to library materials.

***Expand Healthcare coverage to fully comply with PPACA***—The board consensus was to continue offering healthcare coverage to regular full-time and exempt employees only.

#### **CALL TO AUDIENCE**

No comments

#### **ADJOURN**

The meeting was adjourned at 7:52 PM.

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Amy Watts, Secretary-Treasurer