

**ALBION MUNICIPAL LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**May 16, 2024, at 5:30 pm**

Wade called the meeting to order at 5:35 pm.

**Roll Call** – Wade Dooley, Ben Rothman, Kim Roche, Lois Keefer, Karen Oaks,  
Director – Hanna Karim

**Minutes from the April 18, 2024, meeting** – Approved as read.

**Committee Reports:**

**Financial** – Expense and Revenue report – Reviewed.  
22-23' Financials – Waiting for official year end numbers.

**Personnel** – The Personnel Committee will go over the job description to see if there needs to be  
any changes.

**Fundraising** –

Friends of the Library – Next meeting is June 15 at 11:00.  
Grant/Donation Updates: A \$1,000.00 donation received from Mechdyne.  
Applied for Alliant Grant.  
Greenhouse donations – Picked up plants for plant sale.

**Librarian's Report** – The June Saturdays will have a drop-in garden activity – work on the  
Community garden.  
Hanna has compiled an April/May Albion newsletter.

**Unfinished Business** –

- Janelle's landscaping plan is submitted. Janelle was present to answer questions.  
Ben made a motion, 2<sup>nd</sup> by Lois, to approve the installation and maintenance.
- Grantsmanship training – The training will be May 20-24. Volunteers are lined up to cover for Hanna while she is gone.
- Discussion of resolution for building & grounds maintenance clarification –  
Proposed to clarify – not change.
- Kim made the motion, 2<sup>nd</sup> by Ben – If attached to the Library (sign and flowers), the Library will be responsible.
- Policy Manual Revision – It will be reformatted and present at the next meeting.

**New Business** –

- Use of library for Rail Trail purposes – Rail Trail will fill out a rental form and use the back room.
- Sign letters – Shelley is getting them.
- Rent Out Library – It is ok to post on our website.

Lois made the motion, 2<sup>nd</sup> by Ben, to adjourn the meeting at 6:23 pm.

The next meeting will be June 20 at 5:30 pm