

**Clewiston Library Board Minutes**  
**Wednesday, October 16, 2024**

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- A. Opening Remarks
- B. Roll Call of Members-Present: Cathy Metz, Mary Thomas, Frank Harris, Mike Galassini, Cindy Carroll, and Dr. Laura Jones. Absent: Toni Couse.
- C. Minutes from Last Meeting
  - a. August 21, 2024-motion to approve the minutes was made by Mrs. Thomas and seconded by Ms. Metz.
- D. Treasurer's Report- Mr. Harris reported that the balance is currently \$932.59 as of the latest bank statement which is dated for September 2024.
- E. Director's Report & Calendars
  - a. Library Statistics & Calendars - Library statistics were provided via an Excel spreadsheet which explains/depicts the circulation counts of library materials, items cataloged/removed, programs, door count, and more. A report was also provided that detailed the patronage on Saturdays with the details being:
    - 1. Week of 9-7-24: 11
    - 2. Week of 9-14-24: 9
    - 3. Week of 9-21-24: 5
    - 4. Week of 9-25-24: 9
    - 5. Week of 10-5-24: 10
    - 6. Week of 10-12-24: 16

The overall patronage for the year (door count) was 20,218.

F. Old Business

- a. Operating Hours/Days-Monday, Tuesday, Thursday, and Friday the library is open from 9 a.m. until 5 p.m., Thursday from 9 a.m. until 6 p.m. and Saturdays from 10 a.m. until Noon.

G. New Business

- a. State Aid Grant Application Delay-the grant window opened later this year as the grant was being reviewed by the legal department in Tallahassee. The application just opened approximately 3 weeks ago when it typically opens the first week of August. Library Director has ensured that the October 1<sup>st</sup> required documents have been uploaded and therefore are on track to complete the grant on December 1<sup>st</sup>.
- b. Baby-Friendly seating available-the library received a donation of a few baby seats/rockers that will be made available to patrons who would like to use them while in the library.
- c. Holiday Events
  - i. Trunk or Treat-Library Director will set up a booth out front of the library and this year give away SnoCones rather than candy which will be provided by the Friends of the Clewiston Library. The Friends will also have water, soda, and juice boxes available for purchase.
  - ii. December Collaboration-Library Director will be meeting with the Recreation Director to plan for Santa.
- d. Holiday Closures
  - i. Monday, November 11<sup>th</sup>-Veterans Day
  - ii. Thursday/Friday, November 28<sup>th</sup> & 29<sup>th</sup> –Thanksgiving

iii. Tuesday/Wednesday, December 24<sup>th</sup> & 25<sup>th</sup>-Christmas

iv. Wednesday, January 1, 2025-New Year's Day

e. Pulled Pork Fundraiser

i. Library Director has spoken with the local schools to see what month would be best for the Friends to hold this fundraiser due to all of the activities the children participate in already. It seems that January would be the best month.

f. Cooperative Annual Plan of Service-Library Director has drafted this document and it will be voted on at the next Cooperative meeting.

g. Barron Library Renovation-This branch has undergone a few major renovations in the past two years such as new windows and doors that highlight the view of the river even more as well as moving their collections around and purchasing new furniture.

h. Reading Festival-1<sup>st</sup> Saturday in March-Lee County-Library Director has reached out to Bibi Cruz to discuss this event and possibly bring some of their authors to Clewiston in the future.

i. SWFLN Scanning and Digitization Equipment-due to the large collection of bound Clewiston Newspapers, the Library Director will be speaking with SWFLN to see if we could use their equipment for free to digitize these documents.

j. FL. Humanities Summer Grant Program

i. <https://floridahumanities.org/funding-opportunities/summer-reading/>

1. Library Director will be applying for this grant once the grant window opens as it will assist us with our summer reading program costs. This grant provides up to \$3,000.00.

H. Date for Next Meeting-December 4<sup>th</sup> at 5 p.m.

I. Public Remarks-no comments

J. Adjournment-5:54 p.m.