

Middlesex Library Board Meeting  
March 7, 2024

Present: Rebecca Parshall- President

Win Harper

Beth Garlock- Librarian

Joylette Aaron

Absent: Bonnie Oswalt

Dawn Kane

Called to order at 4:33

**Patron Numbers-** everyone was given a copy of the patron and book flow numbers for 2023. They did not include everyone that came in to the library, only people who checked out books

2024 numbers will reflect anyone who comes into the library for any reason.

**Budget-** Beth mentioned the lines that pertain to DVD, Audio and magazine purchasing, she stated that the library does not purchase any of those materials. They will remain in the budget for now, while we go through the charter process.

Barcodes need to be purchased, estimated at 6000. Budget allots \$426 for purchase of barcodes. The purchase of 6000 barcodes at \$1,25/ code is \$7500. Beth will reach out to Kylie and Brian to get a more definitive price for barcodes.

Motion was made by Win to authorize Beth to purchase barcodes for all books when a price is determined. Second by Joylette and motion was carried.

**Assistant-** Beth would like to start looking for an assistant for 5 hr/wk. Beth was authorized by the board to create a job description and criteria for the position. She was given samples from Brian and will send her version to the board for approval when it is complete.

**Purchasing-** ordering will be expanded to other sites such as Ingram or Baker and Taylor as well as Amazon. Beth continues to order new books, popular titles or patron requests as old books are being purged.

**Renovations-** a request was made by Beth to remove part of the shelves dividing the main room from the small back shelf area. One shelf will be removed opening up a viewing area from the main space and the door to the back shelves. Rebecca will speak to Dave about removal of the shelf. The current books will be moved down or put on shelves behind. The rest of the renovation and Middlesex Library sign talk was tabled until the next meeting when Dawn is present.

**Printer-** Beth will email Lynette concerning the purchase of a color printer. They will need to verify what type of printer can be purchased that is compatible with the current computer. Look into the possibility of a laser printer, greater upfront cost but more cost effective in the future.

**Website-** Beth will also reach out to Brian about beginning a library website. They have spoken in the past and will continue the discussion about what they want the website to look like.

Meeting adjourned at 5:03