

**Philipsburg Library Board Meeting Agenda**  
**January 31, 2024 5PM**

Call Meeting to Order

Attendance

Approval of Minutes for November 29, 2023 Board Meeting

Clerk's Report: Dorene Pfendler

Librarian's Report: Gina

Program/Technology Report: Kristen

Chamber Report:Charlene

Friend's Report:

**New Business**

- New Board Member Discussion-review letters of interest
- 2024 Strategic Plan-Prioritize/Review Responsible Party lines/Completion Dates
- Apartment Lease-review applicants, modifications to lease agreement
- Consider use of Property Management company
- Copier Replacement
- Policy
  - Personnel-discussion
  - Policy needs to be put on a google working doc (Kristen?)
  - Next policy review meeting is February 8, 2024
- Email set up for board members-can this be done soon?
- Kristen-new job description/role
- Volunteer Training-we would like to get this set up as soon as possible so that volunteers can help with the front desk so Gina/Kristen can get other responsibilities completed.
- Broad Valley Federation Annual Meeting-March 13 and 14, 2024. Can anyone attend?

**Old Business:**

- Levy timeline and discussion
  - Board Training-Jan. 10, 2024 at 2:00 PM at the Granite County Courthouse-Sue, Charlene, Nick attended and will report
  - Renovation Timeline
  - Set Next meeting date: February ,2024
- ADJOURN

