



Lee Public Library Trustee Monthly Meeting Agenda  
 Wednesday, October 11, 2023, at 5:30 pm at the Lee Library

<u>Topic</u>	<u>Time</u>	<u>Discussion</u>
Record keeping- Katrinka, Annie	5 min	<ul style="list-style-type: none"> <li>• Review and approve minutes - 9/13/23</li> <li>• Special meeting minutes - 9/29/23</li> </ul>
Financials - Deborah, Hayley	20 min	<ul style="list-style-type: none"> <li>• Treasurer's report</li> </ul>
Renovations - Deborah, Emily, (Mark)	20 min	<ul style="list-style-type: none"> <li>• Electrical work</li> <li>• Update on Milestone &amp; progress</li> <li>• Schedule for renovation checks</li> </ul>
Grants & Fundraising Annie, Katrinka (Peg)	10 min	<ul style="list-style-type: none"> <li>• Grant submissions progress</li> <li>• Others</li> </ul>
Library Report - Hayley	15 min	<ul style="list-style-type: none"> <li>• Hackworth Security update</li> <li>• Credit card payments</li> <li>• Hoopla</li> <li>• Petty cash clarification</li> <li>• LTC Community Conversation</li> </ul>
Human Resources - Hayley, Katrina	10 min	<ul style="list-style-type: none"> <li>• Policy reviews</li> </ul>
Maintenance/CIP - Emily, Deborah, (Mark)	10 min	<ul style="list-style-type: none"> <li>• CIP meeting review</li> </ul>
Special Projects - Katrina	5 min	Farmers Market Oct. 25
Other Business	5 min	Volunteer Dinner 10/19/23 6:00 pm PSC

Prepared by Annie Gasowski

Next regular meeting November 13 at 5:30 PM; others TBD