

Charles W. Gibson Library
Board of Trustees Meeting Agenda
Tuesday November 15, 2022 - 2:00 PM

- I. Call to Order
- II. Guest Speaker(s): Michael Mills
- III. Reading of the Previous Minutes (October 11, 2022)
- IV. Financial Reports: (No Report – Delay in September Bookkeeping)
- V. Librarian’s Report
- VI. Policy Sub-Committee Report (No Report/No Meeting this Month)
- VII. Unfinished Business
 - A. Approval of Building Plan
 - B. Move \$18,000 from Chase Account: 000000400710648 to Chase Account: 000000402102110 to replace the monies paid to Mills Group.
 - C. Friends of the Library Organization Status
- VIII. New Business
 - A. Operations Schedule for 2023
 - B. Payroll Authority for the Organization
- IX. Adjournment

NOVEMBER 2022 DIRECTOR’S REPORT

October Building Use Statistics

Door Count	391
Public Computer Use	61
Reference Transactions	6
Curbside Pickup	0

October Circulation Statistics

ITYPE	AUG	SEP	OCT
Adult Fiction	170	151	161
Adult Nonfiction	28	24	26
Books on CD	20	14	4
Easy Books	80	58	90
eBooks (WVReads)	197	149	131
eAudio (WVReads)	38	63	50
eMagazines (WV Reads)	14	2	7
Juvenile Fiction	27	16	31
Juvenile Nonfiction	26	29	29
Large Print	183	214	206
New Books	245	210	189
New Media	9	5	0
Paperback	38	44	40
Reference	0	1	2
West Virginia Material	4	10	10
Young Adult Fiction	13	16	19
Young Adult Nonfiction	4	4	2
TOTAL	1096	1010	987

October Money Drawer Report

Donations	Copies	Faxes	Book Sale	Billed/Lost	Total
\$52.00	\$79.35	\$29.50	\$9.00	\$10.00	\$166.35

Upcoming Dates

November 14-20	Family Reads Week
November 15	Board of Trustee's Meeting
November 24 -26	Library Closed – Thanksgiving Weekend
December 3	Holiday Storytime
December 24-26	Library Closed – Christmas Weekend
December 31-January 2	Library Closed – New Year's Weekend
A. Move \$18,000 from Chase Account: 000000400710648 to Chase Account: 000000402102110 to replace the monies paid to Mills Group.	

Outstanding Issues

Broken bench was removed from the front of the library – October 13.

Wesley McCarthy was asked to leave the library for 24 hours on October 18. His body odor had grown so strong staff could not work in his proximity.

Since then, Wesley has not reentered the library. However, he has on several occasions been heard shouting and swearing while on library property. He was warned several times not to do this. He has not been seen since October 27.

On 3 separate occasions, Page Miller has been found sleeping either at the computer or in the stacks. He doesn't seem to present much of a concern.

2023 Hours of Operation

Monday-Friday:	9:00am-6:00pm
Saturday:	10:00am-2:00pm

2023 Holiday Schedule

January 2	New Year's Day (Observed)	(Monday)
January 16	Martin Luther King, Jr. Day	(Monday)
February 20	President's Day	(Monday)
TBA	Service Center Training Day**	
April 7 & 8	Easter Weekend	(Friday & Saturday)
May 19-20	Strawberry Festival Weekend	(Friday & Saturday)
May 27-29	Memorial Day Weekend	(Saturday / Monday)
June 19	Juneteenth	(Monday)
June 20	West Virginia Day	(Tuesday)
July 4	Independence Day	(Tuesday)
July 22	Grand Feature Parade of Nations	(1:00 – Saturday)
September 2-4 L	Abor Day Weekend	(Saturday / Monday)
October 9	Columbus Day	(Monday)
November 11	Veteran's Day	(Saturday)
November 23-25	Thanksgiving Weekend	(Thursday – Saturday)
December 24-25	Christmas Weekend	(Sunday – Monday)
December 30	New Year's Eve Weekend	(Saturday)

2023 Early Closing Schedule

May 13 @ 1:00	Horse & Carriage Parade	(3:00 – Saturday)
May 18 @ 4:30	Junior Royalty Parade	(6:00 - Thursday)
July 19 @ 1:00	March to the Flame Parade	(3:00 - Wednesday)
Oct ____ @ 4:30	BUHS Homecoming Parade	(6:00 - Thursday)

** Staff will report to the Upshur County Public Library – Date to be determined.

Approved

