

**NEWMAN RIGA LIBRARY**  
**Board of Trustees Meeting**  
**May 19, 2025**

**Present:** Director Lynn Brown, Monica Blank, Joan Hawthorne, Sandra Willson, Pamela Kissel, Mary Christina Jones, Linda Branch, Kari Cameron, Martin Zess, Francis Schwalm, Ann-Marie Dean, Debra Landers

**Call To Order:** President Monica Blank called the meeting to order at 5:57 p.m.

**Adoption of Aгенnda:** Motion to adopt the Agenda made by Pamela Kissel, 2<sup>nd</sup> by Sandra Willson-unanimously approved.

**Public Comment:** None

**Approval of Prior Meeting Minutes:** Motion to approve the March 24, 2025 meeting minutes made by Joan Hawthorne, 2<sup>nd</sup> by Linda Branch-unanimously approved.

**Treasurer's Report:**

Main Checking	\$31,297.51
Business Savings	\$53,799.47
Bullet Aid	\$16,532.13

Treasurer Joan Hawthorne provided all Board Members with a graph showing a year-to-date summary of the portfolio from January 13, 2025 to May 19, 2025.

**Motion to approve Treasurer's report made by Martin Zess, 2<sup>nd</sup> by Pamela Kissel-unanimously approved.**

**Budget Status Reporting:** Director Lynn Brown provided all Board Members a copy of the Profit & Loss Budget Performance for April 2025. There were no questions/comments regarding this report.

**Director's Report:** Director Lynn Brown reported on Programming, Collection Development, Financial, Meetings Attended, and Circulation Statistics. Regarding

Building & Maintenance, she reported that three different companies had been in to estimate light replacement. To date, only one written estimate has been submitted. She also reported that all institutions must now have a Narcan box by December 2025.

#### **Old Business:**

-Director Evaluation Process Update. **Joan Hawthorne made a motion to accept the Director's Evaluation (to include any changes made on May 19,) 2<sup>nd</sup> by Ann-Marie Dean-unanimously approved.** The sub-committee consists of Pamela Kissel, Mary Christina Jones, Ann-Marie Dean, and Monica Blank. Lynn will complete the self-evaluation section in October and provide it to sub-committee. The sub-committee will meet to complete the Trustee Feedback section. Monica Blank will review the entire evaluation with Lynn Brown. The final evaluation will be sent to the entire Board to review before the last meeting on November 17<sup>th</sup> when the 2026 budget will be finalized.

-Update from Renovation Committee-Members of the Committee watched several different videos regarding library construction for renovation project in this library. Discussion on whether or not to have another architect come in to give renovation ideas.

**Motion to adjourn at 7:10 p.m. made by Martin Zess, 2<sup>nd</sup> by Sandra Willson-unanimously approved.**

#### **Future Meeting Dates**

7/21, 9/22, 11/17