

# CHURCHILL LIBRARY ASSOCIATION MEETING MINUTES

December 18, 2023

## **Call to Order**

The monthly meeting of the Churchill Library Association was called to order by President Zip Upham at 4:15 P.M., on December 18, 2023, at the Churchill County Library Annex, 507 S. Maine St, Fallon NV.

## **Roll Call**

Directors present were Zip Upham, Jo Petteruti, and Linda Miller. Also present were Library Director C.L. Quillen, and Bookkeeper Janeen Malkovich.

## **Verification of the posting of the agenda**

Agenda was posted by C.L. Quillen

## **Review and adoption of agenda as submitted or revised.**

Linda Miller moved that the agenda be approved as submitted; Jo Petteruti seconded the motion and it was carried.

## **Review and Adoption of the minutes for November 20, 2023**

Jo Petteruti moved that the minutes for November 20, 2023, be approved as submitted; Linda Miller seconded the motion and it was carried.

## **CLA Member Report**

Janeen Malkovich is resigning as Bookkeeper as of January 18, 2024.

## **Director's Report**

We still have \$1,000.00 for use from the Enel grant.

Google for Non-Profits will be up and running soon.

We will be adding new spring programs, possibly an adult craft group.

## **Set date and time of regularly scheduled CLA meeting**

The next meeting is scheduled for Monday, January 22, 2024, at 4:15.

## **Old Business**

The latest draft of the By-Laws was discussed and edited. A clean copy will be available at the next meeting.

The donor addresses for the annual donation letter will be updated to provide accurate information.

The proposed Prohibition Party is scheduled for April 6, 2024.

Considering moving the Empty Bowls event to fall of 2024.

The next Books, Bites and Beverages event is tentatively scheduled for Friday, August 9, 2024.

The Volunteer Reception is scheduled for January 19, 2024.

Jo Petteruti moved that we approve \$263.85 for volunteer gifts; Linda Miller seconded the motion and it was carried.

Linda Miller moved that we approve up to \$1,000.00 for pizza catering at the volunteer reception; Jo Petteruti seconded the motion and it was carried.

### **New Business**

Linda Miller moved that we approve the monthly financial report; Jo Petteruti seconded the motion and it was carried.

Jo Petteruti moved to approve reconciling the appropriate chart of accounts within QuickBooks to streamline the process for the future; Linda Miller seconded the motion and it was carried.

No Action taken on the Donor Wall.

No action taken on funding library programs.

Respectfully Submitted,

Linda Miller, Secretary