

# *Penhold & District Library*

## **Town of Penhold Library Board Meeting**

Wednesday, October 29, 2025

@ 6:00 pm / Library

### **AGENDA**

1. Additions to the Agenda
  - 1.1 Approval of the Library Agenda
2. Changes to Minutes Wednesday, September 24, 2025
  - 2.1 Approval of Minutes
3. Correspondence
  - 3.1 Information:
  - 3.2 Action:
4. Financial
  - 4.1 Reconciliation for 2025 September
  - 4.2 Master Card Records
  - 4.3 2025 October Budget vs Actual
5. Governance
  - 5.1 Review Policies:

Attached are penciled markings and the attached word document reflects the changes.

    - 6.1 Personnel Policies
    - 6.2 Employee Code of Conduct
    - 6.3 Responsibilities of the Library Manager with Regard to Personnel
    - 6.4 Job Descriptions

Schedule D – Library Manager Job Description  
Schedule E – Community Library Programmer Job Description  
Schedule F – Library Circulation Job Description  
Schedule G – Communications Coordinator
6. Manager's Report
  - 6.1 On the radar:
    - 6.1.1 Renovating picture book browser bins
    - 6.1.2 Opening a second evening until 8:00 pm
    - 6.1.3 Recovering of fireplace seating
7. Next Meeting Wednesday, November 26<sup>th</sup> @ 6:00 pm