

Programming Meeting March 14, 2024

Present: David Cassens, Noel Rogers, Tori Potter, Dawn Henry, Kathy Scheller and Mary Ellen Akridge

Committee reviewed notes from the last meeting: Suggestion box and signage is up, Bulletin board is in house and Kathy has someone who will put it up after painting is complete. Dawn suggested information on the bulletin board would be best for summer visitors so she suggested we put it up and then take it down when we are ready for painting. She volunteered to rehang after painting.

It was stated that the bulletin board would be used for library happenings. The staff is still considering ideas for a Community resource area and are in possession of cork pieces.

Library - school connection: Dawn mentioned that the art class at Triad is not able to work on a logo. Kathy has given Tori the name of the Honor Society sponsor.

Staff survey wants #1 website update and #2 improve social media. Both are underway.

Congratulations to David and Tori on Tourism. MaryEllen reminded them to keep good records of expenditures. Plans are in the works for bigger projects and they will ask for more money next year.

David explained the staff process of handling a scheduled program. He approves the application and verifies the date is open on the calendar. Staff events take precedence on the calendar. Each staff member will check the program folder to see if a program is scheduled on their shift to see what tasks are needed. A flier, social media, materials needed etc. Janelle Miller will be the point person for follow up and questions from the presenter. David and Noel made some minor changes to the Program/Event form.

The Friends will determine the amount they will pay toward the new projector after the next book sale. Since the Friends are buying shelving for the children's area, there will be no lump sum for programs. The presenter can go to them directly for program funds.

The logo and website update may require a joint meeting of Programming and Public Relations committees at some time in the future.

It was requested that we mention having the Edwardsville Intelligencer on the website.

Staff is encouraged to share any concerns (anonymously) in Mary Ellen's envelope.

