

Emma Andrews Library and Community Center, Agenda. October 19, 2023  
Meeting is at **5:00pm**, 77 Purchase Street

**1. Call to order**

**2. Roll call**

**3. Adoption/amendment to agenda**

**4. Public Comment:**

**Note: All public comment shall be limited to two minutes per speaker and must be related to an agenda item below.**

**5. Approval of minutes of September 2023 meeting.**

**6. Report from the Mayor's Office on the building and equipment**

**7. Correspondence**

**8. Report from the Association**

**9. Old Business**

Volunteer handbook has been sent to the City by S. Chase

Also: Book challenge and procedure.

Review of circulation and collection?

Event calendar accessibility and by whom.

Christmas Party

Tax work-off program

Report on current and recent events, issues and successes

Scheduled events for late fall and winter 2023/`24

Who is responsible for the signing for tax write-off?

Volunteer shift assignments

**10. New Business**

Who is authorized to assign tasks to circulation desk volunteers?

Story Hours: Should the volunteer wait for late arrivals?

Should we close the library at story hours?

The LCC grant has been submitted on behalf of the three administrators of the memoir group

Other new business?

**11. Adjournment Public Commentary:**