

Agenda			Meeting Notes	Targets	Next Deliverables
CALL TO ORDER	Terry Hanover	President	Called to order at 7:01pm		
INTRODUCE GUESTS	Terry Hanover	President	No guests		
APPROVAL OF AGENDA	Terry Hanover	President	Approved with amendment		
APPROVAL OF MINUTES	Terry Hanover	President	Katie will put money in box instead Vickie billing through Paypal, Minutes approved with this change.		
PRESIDENT'S REPORT	Terry Hanover	President	Progress on Parks Grant, working with township to get a playground pavilion and parking space, sent out to the grant writer and get a grant by 2023. Sharing the trail with Social Hour went very well.		
TREASURER'S REPORT	Becky Gloe	Treasurer	Good month. \$2,000 donation from the Kohns. We recieved donations from membership donations and donation for the library. Spent the normal amount. We made a profit this month.		
RENTALS:	Vickie Petroff	Vice President	We should talk about protocols for key holders and open gym as we are booking more rentals. Tomorrow there is a meeting room rental and Sunday the gym is rented for a birthday party What are our keyholder privileges? We have also been having open gyms lately. Before allowing an open gym the rental committee should be notified of the request to use the gym. What are the cleanup responsibility of an open gym? anytime food is served the floor must be mopped. Jess: Do we need to write a policy for this. Vickie yes let us write some and bring them back. Keyholder policy needs to be written up but we can decide on an open gym policy tonight. We all need to have the same information available to all board members and keyholders. Motion to create a policy committee. Vickie, Terry, Elizabeth and Lorraine will be on the committee		
PUBLIC RELATIONS AND WEB SITE	Vickie Petroff	Vice President	Friends of New Troy Facebook: 5,588 people reached, 1357 post engagements, 17 new page likes. FoNT Market Facebook: 330 people reached, 23 post engagements, 8 new page likes. Friends of New Troy Instagram: 392 accounts reached, 49 accounts engages, 12 new followers. Website: Updated our Board of Directors page, Upcoming Events and Up Next updated for Gather & Stroll. Gather & Stroll leaser video added to the homepage. Press release for Gather & Stroll sent to all local outlets. Fliers created, printed, and distributed.		
LIBRARY:	Jenny Gabbard	Director	December Report: 55 volunteer hours, 115 visitors, 5 books checked out, and 8.75 hours of computer use.		
LIBRARY RENOVATION COMMITTEE	Lorraine Hanover		We plan to use some donated computers for the youth area with parental controls, some for adults with no media controls, one for staff and that leaves 10-11 computers for donating or lending. We will need to have training sessions. First training for librarians, get River Valley students coming in for credit to teach, and then classes for the public. We want to create a troubleshooting guide and give it to those who borrow computers and also have instructions on our website. For lending, we need a lending agreement and a copy of a driver's license. Computers can be checked out for up to two weeks. 30 days late, we bill them for the chrome book. All kids are given computers by the school. By offering training and lending we may learn who would benefit from a donation. We can get a metal locking and charging cabinet for \$279, delivered by January 31. We could get two of those, or get one and store the rest. Terry will talk to the school about getting some training. Motion to purchase the cabinet for \$300. This will come out of the library budget. Motion passed.		
MEMBERSHIP	Becky Gloe	Treasurer	Still getting replies from the membership drive.		
FACILITIES & GROUNDS	Terry Hanover	President	Debbie Rieth and proposal for Little Free Library are we interested in having this in the front yard? Debbie Rieth is offering to build the structure and maintain it. Font will need to approve the design and location. We are also interested in a free food pantry. Vickie will look into how to create a this. Jess will help. Snow plowing -historically we have gone with whoever the Township uses. Terry will check with the Township.		
HISTORICAL	Mike Metz		Not present.		
NEWSLETTER	Marlene Newmiller	Secretary	January Newsletter will include- a recap of Gather & Stroll, invitation to Gather, Pamper & Play, coat drive reminder		
FUNDRAISERS	Terry Hanover	President	Social Saturday (Gather &) -Terry enjoyed showing off the trail. We had about 40 attend. Next event in February will be Gather, Pamper & Play featuring classes on lotion bars and making soap, massages, sledding and cake pops, coffee and hot chocolate for snacks.		
NEW BUSINESS	Terry Hanover	President	Coat Drive Lorraine- Proposal to put the coats outside and leave them for a couple of weeks under the overhang up against the wall. We can put one rack outside on Saturday. Peggie will put the message on the sign.		
UNFINISHED BUSINESS	Terry Hanover	President	Cameras for center:Uplink system - so far it seems ok. Meeting room, library and gym have high speed internet but the hallway is not working. We will monitor it for another month. Becky is this free. Vickie yes but if we cancel the paid internet we will lose customer service Board Mission: reminder to put together a group for the mission statement.		
ADJOURN	Terry Hanover	President	8:07 PM		
NEXT MEETING			Feb 9, 2022		

[2019 Capacity Plan](#)

Participant	Function	Attendance	Action Owner	Action Items	Status	Due Date
Terry Hanover	President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Check with Township regarding snowplowing		2/8/2022
Vickie Petroff	Vice President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fill in Public Relations and Website information	Complete	2/8/2022
Marlene Newmiller	Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Newsletter	Complete	1/17/2022
Rebecca Gloe	Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Jenny Gabbard	Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Julie Steinberg Marton	Director	<input type="checkbox"/>	<input type="checkbox"/>			
Katy Harington	Director	<input type="checkbox"/>	<input type="checkbox"/>			
Elizabeth Nutt	Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Jessica Nance	Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>			