Silsby Library Trustee minutes – draft November 8, 2023

meeting called to order by Chairwoman Judi Baraly at 4:30pm

attendance : Judi Baraly, Maureen Spilsbury, Karen Haskell, Cliff Stark, Meg Lambert, Jen Haynes, Director. Absent w/notice James Lupolt, Kathy Eames

Approval / correction to October minutes: Maureen moved to accept minutes as drafted. Motion seconded and approved

Standing Reports

 1. Treasurer report: Maureen reviewed the past month's activities in our accounts. The lawn restoration account has zero balance and will be closed. Cliff moved to accept the report as written, the motion was seconded and approved.

2. Director's report: United Way is pleased with the library's activities and have donated $650 to Silsby to be used for 0-8 yr olds. The funds must be used or planned by 1/1/24. Jen is applying for an ALA grant to be used to benefit disabled patrons. Jen has asked to be on the next select board meeting agenda to discuss. Judi suggested Jen speak to Liz at the town office as the library is in a town building. Jen is considering a handicap entrance other than the elevator or improving the bathrooms in the basement. The annual Tree Lighting will be Dec. 1 and Jen requests Trustee volunteer assistance as the event is very busy between 6 and 8pm. Cliff moved to accept the Director's report, the motion was seconded and approved

Old Business

* + 1. Budget was submitted without 2% retroactive salary increases, Jen, Judi and Maureen will discuss with the select board at the next meeting. Bottom line is that staff hours and salaries can't be changed other than by the board.
		2. Judi suggested Jen talk w/Jason regarding library maintenance needs. Lchip has stewardship over the library building repairs they funded
		3. Mango – Jen will have fliers in local schools and the program info is online. Maureen suggested the library hold a program to introduce Mango. Karen suggested something fun to draw patrons to the program to introduce.
		4. Annual holiday party – pizza party at Silsby on Tuesday, Jan 9, 2024 at 5pm. BYO beverages. Maureen will coordinate. (library now is allowed to have alcohol on premises). Jen requests something chocolate.
		5. Summer party / August 2024 / Maureen suggested Patch Park gazebo with outdoor games and use the grills. TBD.

New Business

* + 1. Library keys - Karen suggested we update key system for library as new keys cannot be made if any are lost. Suggested coded lock system w/key backup. Jen would like library to have its own key system as currently keys to exterior doors also open library door. Judi requests a cost estimate.
		2. Teen space – Jen would like to create in inviting space for teens. Becca and Kelly are working on ideas; charging station, comfy seating, snacks and coffee area. Maureen suggested she check with Dick Westney about donating prepackaged snack items.

Cliff moved to adjourn, motion seconded and approved.

Meeting was adjourned at 5:59pm by Chairwoman Judi Baraly.

M:minutes submitted by Karen Haskell, secretary.