

Library Trustees Meeting Minutes

Wednesday, October 13, 2021

Attendance and Additions to Agenda

Members Present: Jim Fowler, Judi Baraly, Maureen Spilsbury, Shannon Glidden, Diane Town, Becky Bailey, Karen Haskell & Jen Haynes (Director)

Absent:

A. Meeting called to order at 4:36

B. Minutes, August & September 2021

- Judi motioned to approve August minutes. Shannon seconded. Motion passed
- Shannon motioned to approve September minutes. Diane seconded. Motion passed.

C. Standing Reports:

1. Treasurer's Report – August 2021

- Not a lot of changes since last month
- Reimbursements to Jen for things that needed to be purchased using personal credit card (tv/butterfly garden supplies)
- Becky motioned to approve treasurer's report. Shannon seconded. Motion passed.

2. Director's Report

- Read to a Donkey Day – approx. 25 attendees
- Donkey program was free to the library (Library did provide \$100 donation to their organization – “The Road to Independence”)
- Sept. 25th – Butterfly Garden Party - \$850 leftover (bench was donated). Library plans to roll that money over to do another Butterfly program next year
- Initial ARPA grant report submitted and all funds (\$3244) have been spent, accounted for, and most items have been delivered. Did not receive 2nd one but there is a 3rd grant upcoming that Jen will apply for.
- Currently waiting on the decision for the CSB grant to upgrade Wi-Fi equipment
- Story hours continue to be outside – also offering Zoom story hours
- Budget – most lines remained the same. The top 3 regarding salaries are what are different. Jen is requesting an increase in salary lines.
- Judi motions to approve increasing Library director annual salary to \$45,500. Diane seconded. Motion Passed.

- Shannon motioned to approve increasing library assistant position annual salary to \$36,400. Karen seconded. Motion passed.
- Diane motioned to raise the part time salary by 2%. Judi seconded. Motion passed.
- Diane motioned to leave Trustees in control of the Library employee evaluations. Judi seconded. Motion passed.
- Becky motioned to approve Director's report. Karen seconded. Motion passed.

D. Old Business:

1. Library Lot Update

- Jim shared that the two light posts would be going in
- Judi shared that they will be coming to fix the color on the front of the building
- Maureen did pay the \$850 (not included in Jim's original budget)

2. COVID

- Masks required in Library – no issues
- If anything changes – may need to close the Library

3. A/C Update

- Getting the AC – Charlestown Medical Building Association
- Town will need to fix the electrical part of it

E. New Business:

1. Social Media Policy -

- Had discussed this at last month's meeting
- Possibly look into what other Libraries have in place

2. Director's Eval-

- Jim handed out copies for Trustees to fill out and bring to next meeting for Jen's Director eval.

3. Xmas Party –

- Tabled to next meeting

4. Donations for the Lot

- Jen ordered more Library cards and will send them out to Donors when they come in.

5. By-Laws

- Jim will email before next meeting for new members to read
- Discussion at next meeting

F. Adjournment: Motion to adjourn was made by Becky, Judi seconded. Motion Passed. The meeting adjourned at 5:44.

Next Business Meeting: Wednesday, November 10th, 2021

Minutes Submitted by Becky Bailey