



## MINUTES FOR LIBRARY TRUSTEES MEETING

January 19, 2021

**Present (on Zoom):** William Gould, Sarah Chapman, Tom Rothwell, Kate Fitzpatrick, Jennifer Allocca, Lorraine McKim, Elizabeth Whitman, Dick Jardine.

### Review and approve prior minutes

- The November minutes were approved by the Board.
- All members voted yes.

### Right to know laws

- Terry Knowles spoke with us about communications outside of meetings.
- Fundamentally, a quorum of trustees and deciding business are key.
- Terry reviewed slides from a PowerPoint presentation germane to our topic.
- Roll call votes will be required during meetings during this emergency period.

### Treasurer Reports

- Jennifer reviewed the budget report for 2020.
- The Library was under budget by a lot for the year.
- \$15,000 will be going back to the unreserved fund.
- \$866 was reimbursed for expenses due to COVID.
- Jennifer reviewed the status of all the funds and expenses.
- The Board approved the budget report.
- In a roll call vote, all trustees voted yes.

### Trustee Election

- Lorraine has decided to not stand for election this year for a 3-year term.
- Tom Rothwell and Dick Backus will be standing for election this year.
- They are reminded to file with the Town Clerk prior to the 29th.

### Library Director's Report

- Sarah provided a number of items to discuss:
  - Sarah reminded us of the Trustees Roundtable (online).
  - The alarm system continues to have problems.
  - The number of appointments have been slowly increasing.
  - The Library continues to be short-staffed.

### **Project Reports**

- Solar Display: Jennifer will be working with Ken Ballou to see what tablet the Library has that might work with the display. The tablet should be able to display the Enlighten output. Actual installation of the poster and tablet is to be coordinated.
- Alarm system: Lorraine submitted a report on the alarm system. She will continue to work with Twin Bridge Services and Allan Treadwell to determine what is occurring. There could be an issue with the repeater.

### **Human Resources Report**

- Little Libraries: The Girl Scouts are ready for a February installation of the Little Free Library. They have coordinated with Mike Sidoni on the actual placement.
- Trustee memorial plaque:
  - Kate provided examples of the plaques to be reviewed and discussed.
  - Kate suggested the headings for the plaque.
  - A decision is to be made about how far back to start. The consensus was to start with **2010**.
- Personnel policies: Kate is still plugging away at the personnel policies folder.

### **Friends Report**

- Nothing to report on the Friends, as they are not meeting. The Friends brought a bouquet to Betty Poltrack following the loss of her daughter.

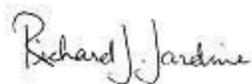
### **New Business**

- Dick Jardine will work with Ken Ballou about making Trustee documents available on the Library web page.
- Bill will work with Roger Dignard about **LED** lighting.

The Board adjourned at 8:24

**Next meeting is February 16, 2021 at 7:00 p.m.**

Respectfully submitted,



Dick Jardine, Secretary