



Minutes of the Library Board of Trustees November 16, 2021

Present: Kate Fitzpatrick, Marti Wolf, Melissa Harvey, Kim Bock, Bill Gould, Sarah Chapman, Jennifer Allocca, Dick Backus, Betsy Whitman, Dick Jardine.

Review and approve prior minutes:

- The October minutes were approved by the Board by unanimous vote.

Treasurer Reports:

- The Library remains under budget for the year.
- An area of concern is the IT budget with Twin Bridge Services for 2022.
- The treasurer's reports were approved by the board unanimously.

Budget review:

- The Board voted not to look for additional cuts to the budget, already presented to and accepted by the Town Finance Committee, since it is already below last year's budget.

Ideas for spending available funds (with responsible agent):

- The Board allocated up to \$6,000 for handicapped entrance doors (Marti), \$1,000 for a Meeting Owl (Sarah), \$3,000 for materials and labor for a story walk (Melissa), \$20,000 maximum for interior repainting (Dick B) and \$25,000 maximum for replacement IT equipment (Jennifer and Sarah).
- The Board also authorized the purchase of two circulation new desk chairs at a cost not to exceed \$300 and the professional cleaning of other furniture/rugs at a cost not to exceed \$1,500 (Sarah and Betsy).

Library Director's Report:

- Roger Dignard donated a wooden portable sundial. The Board unanimously approved and thanked Roger for the thoughtful gift.
- The Recreation Department would like to use the large conference room for Monday night yoga classes during January and February. The Board approved.
- Blood Drive Tuesday November 30th.

Strategic Planning

- To be discussed next meeting.

Human Resources:

- Kate provided an update for the trustee memorial plaque, and she is awaiting a mock-up
- Due to the legal implications of the Personnel Policy manual and the specialized knowledge required, the Board approved up to \$3,000 to contract a specialist in HR to oversee its writing.

Friends' Report

- The Friends will decorate the Library December 4th at 11:00.
- The Friends will host a potluck meal at a future date to encourage younger members of the community to join the Friends of the Library.
- Other fundraisers in the planning include a silent auction, an “Antiques Road Show”-style event and a Valentine’s Day cookie walk.

Facilities Report:

- None.

Discussion with Staff:

- Jennifer talked with the staff about library staff appreciation ideas. They mentioned that they liked appreciation in the form of food, gift cards, and raises.
- The Board approved Jennifer’s request to obtain another gift basket for the staff from Harry & David.

The Board adjourned at 8:31 p.m. and went into a non-public session. The non-public session concluded at 8:59 and the minutes of that session are in a sealed envelope held by the Secretary.

The next meeting will be January 18, 2022 at 7 p.m.

Respectfully submitted,



Dick Jardine