



**Minutes of the Library Board of Trustees
January 18, 2022**

Present: Kate Fitzpatrick, Marti Wolf, Melissa Harvey, Bill Gould, Barbara Ballou, Jennifer Allocca, Dick Backus, Betsy Whitman, Dick Jardine.

Review and approve prior minutes:

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

Treasurer Reports:

- For the year 2021, the Library underspent just under \$22K. This figure does not include planned encumbrances of \$13K.
- Escrow account balance totaled \$93K.
- The treasurer's reports were approved by the board unanimously.

Encumbrances for 2021:

- The Board voted to approve the encumbrance document prepared by the Treasurer.

Trustee election application January 19 - January 28 for March election:

- Jennifer and Marti are running for two of the three openings.

Search committee for Library Director:

- A committee was identified for the search for a new director, consisting of Marti Wolf (chair), Jennifer Allocca, Dick Jardine, Barbara Ballou and Betsy Whitman.
- The committee must first determine the requirements of the position, and will meet soon to determine the desired qualifications.
- The funds to support the search will come from the Trustee discretionary account.

Search for Library Bookkeeper:

- Jennifer will pursue finding a bookkeeper to serve both the Library and the Friends of the Library.

Library Director's Report:

- After the recent snowstorm, the Library walkway was sheer ice and not cleared in the same manner as other town buildings. Dick Backus will talk with the Interim Town Manager (Jim Brace) about correcting the situation.
- The people counter has not worked since the end of November. The Library staff is looking into the cost of repair/replacement.
- The Library is looking to hire two part-time staff members, an adult and a teenager.

Strategic Planning Updates:

- Marti announced that the door installation contractor is coming Tuesday, February 1, to install the handicap accessible doors.

Human Resources:

- Kate produced the trustee memorial plaque. The Board agreed to reimburse Kate \$400 she paid to Harris Trophy for the plaque.
- HR ROI has been contracted to produce the employee manual.

Friends' Report

- The Friends will have a Treasure Night Saturday May 7th which will include appraisers to assess the value of items folks may wish to have appraised.
- A pot-luck has been planned to invite younger members of the community to the Friends group.
- A quilt raffle will be coordinated by Cathy Daniels. A quilt has been donated.
- There will be no auction this year.
- The Friends decorated the Library prior to the holidays.
- The Friends are looking at using Venmo/PayPal as a way to process donations.
- The Friends are planning to meet in February.

Facilities Report:

- None.

New Business:

- There was a discussion about classes for the community on how to use the internet for members of the community that want to learn more about technology. The high school could be solicited for potential instructors.

The Board adjourned at 8:18 p.m.

The next meeting will be February 15, 2022 at 7 p.m.

Respectfully submitted,



Dick Jardine