Minutes of the August 3, 2021 Regular Meeting

of the

Library Board of Trustees

Members Present: Karen McComb, Beth Knapp, Toni Morrison, Kathy O’Connell, Amy Peters, Nancy Seifts, Nancy Welch. Nancy Germain arrived at 4:30.

Members Absent: None

Staff Present: Sherry Matthews

Guests Present: John Foley

Meeting Called to Order at 4:00 p.m.

1. Public Comments: None.
2. Motion to approve the Minutes of the July 6, 2021, made by K. O’Connell, seconded N. Welch, and passed unanimously.
3. Friend’s Report: None
4. President’s Report – K. McComb
   1. K. McComb reviewed with the Board the landscaping plan from John Foley for the front of the building. Mr. Foley addressed the board regarding his design plan and the details of same. K. McComb also asked Mr. Foley for an estimate for an annual maintenance agreement. It was suggested that the Library apply for a SALS Construction Grant to help defray expenses. A motion to approve the proposal from Foley Landscaping for the front of the building at a cost of $5,811.00 was made by K. O’Connell, seconded by N. Welch and approved unanimously.
   2. K. McComb - Chamber renewal – K. McComb will contact Donna Benkovich at the Chamber to discuss the application and annual cost.
   3. Regarding Farmers Market: A. Peters will host the Library table at the market with books, information and a donation jar.
   4. 2021 Applefest – Sept. 25th – looking for volunteers - there will be books available. N. Welch will be there from 12-2 pm.
5. Treasurer’s Report – Nancy Seifts
6. N. Seifts stated spending to date is in line with the budget. Library programs line is over due to insufficient budgeting (COVID, etc.). Computer line is over due to the way SALS bills for computers and the SALS timeline.
7. Committee Reports:
   1. Collection – Next meeting scheduled for August 12th.
   2. Publicity – None.
   3. Building –
      1. Update on the gallery system for hanging artwork. The Barton family has increased its’ donation to cover the additional expense incurred.
      2. A replacement fo the current bike rack for the exterior of the building was discussed. A motion to purchase a bike rack from Global Industries at a cost of $107.00 was madeby N. Welch, seconded by B. Knapp and passed unanimously.
      3. Purchase of a bench for the front exterior was discussed. A motion to purchase a bench at a cost of $375 plus shipping, made by N. Germain, seconded by K. O’Connell, and passed unanimously.
   4. Personnel –A resume from K. Cohea was reviewed and will be kept on file for future reference. Committee will be meeting 8/31 for budget planning, etc. An update of the Library Director Duties/Responsibilities may be suggested in the future.
   5. Fundraising – No report.
   6. Events/Programs – Flame on 8/20 @ 6 pm @ Speculator pavilion. C. Wilt regarding update on hiking/biking trails 8/24 6:30 pm @ the library.
   7. Community Involvement – Regarding the wall mural concept, an RFP was received from Kathleen Simmons at a cost of $2,950.00. A motion to pursue the concept at a cost of $200 was made by B. Knapp, seconded by N. Welch and passed unanimously.
   8. Review of Bylaws – N. Welch is currently reviewing this.
   9. Finance – Preliminary budget meetings will begin next month.
8. Director’s Report – S. Matthews
   1. Report is attached.
9. Old Business
   1. K. McComb requested that members insert new policies in their handbook. Personnel policy is being reviewed. N. Germain stated no change is needed for Emergency Procedure Policy which will be distributed at the next meeting.
   2. Patron Confidentialy Policy also needs no further changes. Motion to accept policy as written was made by K. O’Connell, seconded by N. Welch passed unanimously.

IX. New Business - None

Motion to adjourn was made at 6:03 p.m. by N. Germain, seconded by N. Welch and passed unanimously.

Respectfully Submitted,

Toni E. Morrison, Secretary