Minutes of the September 7, 2021 Regular Meeting

of the

Library Board of Trustees

Members Present: Beth Knapp, Toni Morrison, Kathy O’Connell,

Amy Peters, Nancy Seifts, Nancy Welch.

Members Absent: Karen McComb, Nancy Germain

Staff Present: Sherry Matthews

Guests Present:

Meeting chaired by N. Welch due to absence of K. McComb.

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

1. Public Comments: None.
2. Motion to approve the Minutes of the August 3, 2021, made by N. Seifts, seconded K. O’Connell and passed unanimously.
3. Friend’s Report: None
4. President’s Report – K. McComb
   1. None.
5. Treasurer’s Report – Nancy Seifts
6. N. Seifts stated that LLSA grant was received in the amount of $1300.
7. Line items look good for the year.
8. Committee Reports:
   1. Collection – Next meeting scheduled for September 16th.
   2. Publicity – poster for Tech Support Clinic will be redone due to typos prior to distribution.
   3. Building –
      1. Contract for landscape maintenance from J. Foley was discussed. K. O’Connell will get clarification of certain items with J. Foley.
      2. Gallery system is now complete and operational. The Nov-Dec display will be quilt squares.
   4. Personnel – No report.
   5. Fundraising – No report.
   6. Events/Programs – Six Upcoming programs.
   7. Community Involvement – The Library Outreach program was discussed at length. It was suggested that Board members adopt an individual to encourage higher degrees of library usage.
   8. Finance – Budget worksheets were handed out by N. Seifts to staff for input.
9. Director’s Report – S. Matthews
   1. Report is attached.
   2. Training for Trustees is now mandatory. There is a series of webiners available through SALS. Board members are encouraged to attend.
   3. Gary Rhinehart would like to take the Notary training course offered by SALS, however the Board felt that since the Director is a Notary, it is not necessary to have two notaries in the building. The Board tahanks G. Rhinehart for his interest but determined the expense is unnecessary at this time.
   4. A motion not to incur the expense of notary training for G. Rhinehart was made by N. Welch, seconded by B. Knapp and passed unanimously.
10. Old Business
    1. Review of the Bylaws is currently on hold.
    2. Policy Book Review:
       1. Staff evaluation forms have been updated. Director Evaluation form and job description are still under review.
       2. No changes to the Emergency Procedure Policy are needed at this time.
11. New Business –
    1. Applefest – volunteers are needed to man the Library table during the event. Schedule is as follows: G. Rhinehart – 10 am – 12 pm. N. Welch 12 – 2 pm, K. O’Connell 2-4 pm.
    2. The cost of membership in the Chamber will be $75.00. Motion to approve membership at a cost of $75.00 was made by A. Peters, seconded by B. Knapp and passed unanimously.
    3. Items have been ordered for Trunk of Treats.

Motion to adjourn was made at 4:55 p.m. by K. O’Connell. seconded by N. Welch and passed unanimously.

Respectfully Submitted,

Toni E. Morrison, Secretary