Minutes of the October 5, 2021 Regular Meeting

of the

Library Board of Trustees

Members Present: Nancy Germain, Beth Knapp, Karen McComb, Toni Morrison,

Kathy O’Connell, Amy Peters, Nancy Seifts, Nancy Welch.

Members Absent: None

Staff Present: Sherry Matthews

Guests Present: None

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

1. Public Comments: None.
2. Motion to approve the Minutes of the September 7, 2021, made by N. Welch, seconded K. O’Connell and passed unanimously.
3. Friend’s Report: None
4. President’s Report – K. McComb
	1. SALS Trustee training dates (10/19, 11/16, 12/14 from 5:00-6:30 pm – reminder for Board members to sign up for available training.
	2. Update on publicity re: Caitlyn Stewart – Caitlyn will take the photos of future artwork being displayed in the library. Other publicity (programs, etc.) will be handled by the Director.
5. Treasurer’s Report – Nancy Seifts
6. N. Seifts stated that revenues are up due to increased donations.
7. The misc. line expenses are up due to the purchase of bike rack/benches.
8. Library Program Coordinator –issue tabled until next meeting.
9. Committee Reports:
	1. Collection – Next meeting scheduled for Octoberr 14th.
	2. Publicity –No report.
	3. Building –
		1. Contract for landscape maintenance from J. Foley was discussed. The contract amount is $1,305.00 K. McComb will ask if the town would be willing to provide one-haf the cost of the contract. A SALS construction grant will be applied for to further reduce the costs of landscaping and maintenance thereof.
		2. K. O’Connell requested that the building committee members be informed of needed work prior to the work being done in order to improve communication of involved parties.
	4. Personnel – Copies of the staff job descriptions were distributed for the Board’s information and review. A motion to adopt the Staff Job Descriptions as written was made by N. Welch, seconded by K. McComb and passed unanimously.
	5. Fundraising – $110 in donations were received from participation in the Applefest.
	6. Events/Programs –No report.
	7. Community Involvement – No report.
	8. Finance – Budget worksheets were handed out by N. Seifts to staff for information and input.
10. Director’s Report – S. Matthews
	1. Report is attached.
	2. Outreach Librarian Jamie Hayes will be coming to enter titles in the system for the FDLP.
	3. S. Matthews reminded the Board that three members are up for reappointment in December. All three expressed their desire to remain on the Board.
11. Old Business
	1. Review of the Bylaws is currently on hold.
	2. Policy Book Review:
		1. Collection Policy was reviewed and specific items were addressed. Adoption of the policy will be completed at the November meeting.
12. New Business –
	1. Halloween Trunk o’ Treats: Donations of candy are being requested for the event.
	2. Participation in the Annual Holiday Stroll –The Library will continue to participate this year. – Setting up for the event will take place on Wed. prior to Thanksgiving. Cris Meixner has requested a table for the Historical Society to aid fundraising efforts for the museum.

Motion to adjourn was made at 6:20 p.m. by K.O’Connell. seconded by N. Welch and passed unanimously.

Respectfully Submitted,

Toni E. Morrison, Secretary