

Minutes of the December 7, 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: S. Matthews
Guests Present: D. Benkovich

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

- I. Public Comments: None.
- II. Motion to approve the Minutes of the November 2, 2021, made by N. Welch seconded by K. O’Connell and passed unanimously.
- III. Friend’s Report: None
 1. None.
- IV. President’s Report – K. McComb
 1. SALS Training via zoom is available on 12/14, 5:00-6:30 pm. Trustee training is not mandatory until 2023, but prior trainings have been well received and worth attending.
 2. Town Board meeting on 12/6 –K. McComb was unable to attend but did inform the town clerk that two positions will be available for Board OfTrustees in January. Suggestions for the positions whould be to K. McComb prior to the 12/20 Town Board meeting. The Town appoints Board Members based on the recommendation of the Board of Trustees. Thank you to Amy Peters and Nancy Germain for their years of service.
 3. Received SALS Construction Grant in the amount of \$4,262.00 – thanks to Nancy Welch and Sherry Matthews for their work on the grant.
- V. Committee Reports:
 1. Finance – N. Seifts
 - a. Requested transfers to line items with a negative balance. Motion to approve finance officer N. Seifts making year-end line item transfers as needed was made by K. O’Connell, seconded by N. Welch and carried unanimously.
 2. Collection – Next meeting scheduled for December 9th.
 3. Publicity –No report.
 4. Building – K. McComb
 - a. Some of the roof vents have been installed although further vents will be installed in the near future.M. Visscher is completing the work.
 - b. Book return has been shifted. The brick walkway will be fenced or covered for the winter to protect the bricks from salt.

5. Personnel – N. Welch
 - a. Director Evaluation to be discussed in Executive Session.
6. Fundraising –
 - a. Holiday Stroll was well attended. The raffle raised \$349.00.
 - b. Pins with the library logo have been ordered and will be sold for \$3.00 each or two for \$5.00. Proceeds will be 100% profit as pins were donated.
 - c. Discussion of a gift card tree raffle was tabled until January 2022.
7. Events/Programs –
 - a. School art exhibit has been well received.
 - b. Next display in foyer will be on winter sports club, and team WAG.
8. Community Involvement –
 - a. Books will be coming from Federal Depository.
 - b. N. Welch has spoken with Kelly Brennan regarding outreach for the homebound and explaining available services for those residents receiving Meals on Wheels.
 - c. Question regarding books for the jail was discussed. Library will provide a box of books for the jail and will include a reminder that books may be borrowed as well.

VI. Director's Report – S. Matthews

1. Discussion ensued regarding suggested policies: Art Exhibition and Display Case Policy. It was also suggested that perhaps a Memorandum of Understanding would be a good choice rather than a policy. The Board agreed that a MOU would be the most advantageous solution. This will be tabled until May when the Historical Society meets. Regarding the Art Exhibition B. Knapp has framework and will put in policy format for the Board's consideration at a future meeting.

VII. Old Business

1. An update of the hiking trails mural project was included in the Director's report. S. Matthews will be forwarding information to refresh memories of proposal and cost.
2. Policies update:
 - a. Program Policy – Motion to approve made by N. Welch, seconded N. Seifts and carried unanimously.
 - b. Volunteer Policy – Motion to reaffirm policy was made by N. Welch, seconded by N. Germain carried unanimously.
 - c. Reconsideration of Library Materials – Motion to reaffirm policy was made by N. Seifts, seconded by N. Welch and carried unanimously.
 - d. Bylaws – Motion to approve Bylaws as amended was made by A. Peters, seconded by K.O'Connell and carried unanimously.
3. Possibility of creating reserve fund for replacement/upgrade of electronic sign has been tabled until January, 2022.

- VIII. Motion to enter executive session toT 4:57 pm discuss annual performance review made by Karen McComb, seconded by K.O'Connell and carried unanimously. Board exited Executive session at 5:15 pm on motion of N. Welch, seconded by N. Seifts and carried unanimously. As a result of Executive Session, the Personnel Committee will meet with the Library Director to discuss the evaluation.

IX. New Business

1. Election of Officers for 2022: K. O'Connell made a motion that the current officers K. McComb – President, N. Welch – Vice-President, Toni Morrison – Secretary, retain their positions for 2022 for the sake of continuity, seconded by N. Seifts and carried unanimously.
2. N. Seifts suggested additional outreach to new residents. She has obtained a listing of new residents and would like a welcome letter to go them. K. McComb and K. O'Connell will create the welcome letter.

Motion to adjourn was made at 5:35 p.m. by N. Welch seconded by N. Germain and passed unanimously.

Respectfully Submitted,
Toni E. Morrison, Secretary