



## Minutes of the Library Board of Trustees December 2022

**Present:** Marti Wolf, Jennifer Allocca, Robin Winslow, Dick Backus, Kate Fitzpatrick, Betsy Whitman, John Fladd (Alternate), Tanya Ricker (Library Director)

**Absent:** Melissa Harvey

Meeting Called to Order by Marti Wolf at 7:02 pm

**Review and approval of November Minutes:** Dick Backus made a motion to approve the November minutes, motion seconded by Jennifer Allocca. Minutes unanimously approved.

**Library Director's Report:** Tanya had disseminated the report to all board members prior to the meeting for review. Tanya gave a summary of year end expenses that were being incurred and highlighted the more costly of those expenses: two replacement picnic tables (to be stored at DPW until spring build), sign replacement to reflect current library hours, website redesign and upkeep. She also asked the board's approval to purchase an early literacy station for the children's room. The AWE literacy station is used in libraries throughout the state and would be a useful addition to ours. The cost of the AWE is \$4098.00. Jennifer made a motion to approve the funding for the purchase of the AWE, Betsy seconded the motion and all present voted to approve the purchase.

Tanya confirmed that Ken Ballou's last day of employment would be December 30th. She has arranged a small get together for Ken that afternoon. Tanya asked the board to consider approving a bonus for Ken to acknowledge his many years of service to the library. After discussing the suggestion Kate made a motion to approve a \$300.00 bonus for Ken to be submitted through payroll. Jennifer seconded the motion and all were in favor.

Job Postings for two vacant library positions will be advertised after the 1st of the year. Descriptions and titles are being finalized to include a circulation assistant and an adult programming and outreach coordinator. Tanya will disseminate the descriptions to the board prior to posting.

As part of year end expenses and in an effort to encumber funds for those expenses prior to the end of the year, quotes were obtained by Dick for additional outdoor parking lot lighting for safety. Dick and Tanya gave a brief description of the lighting enhancements to include LED

usage. Dick made a motion to approve the quote submitted by Affinity Electrical LLC. John Fladd seconded the motion and all present approved the expenditure.

**Treasurer's Report:** Jennifer had disseminated the report prior to the meeting for all to review. She gave a monthly and year end summary of expenses and accounts. She highlighted the longevity payments that were disbursed in December as well as the opening of a new bank account for unanticipated revenues received by the library. Betsy made a motion to accept the treasurer's report as submitted, Dick seconded the motion and all present approved.

**Facilities Report:** Dick reported that after receiving several quotes regarding the replacement of the heat pumps at a cost of approximately \$110,000.00. His recommendation is to table the discussion until next year as there is no urgency at this time. It was agreed that this expense could potentially be a CIP request to be submitted next year.

Jennifer advised that the grant for the generator has been approved and there will be no cost to the library as the town will absorb any additional expenses. Dan MacDonald, EMA Director, will contact Dick/Tanya to arrange for installation and logistics.

**Friends Report:** Betsy reported the town phonebook project is underway and should be completed soon. She also congratulated Gail Parker, Lynn Lombard and Candy Woodbury for all their hard work.

Kate gave an update on the plaque for Sara's portrait.

A birthday leave policy is in effect for the Town where all full and regular part-time employees are given a day off for their birthday. The leave day must be taken within 30 days of the birthday. John made a motion that full time library staff also be entitled to this benefit. Jennifer seconded the motion and all voted in favor.

Kate and Marti gave an update on the employee handbook which included a summary of a telephone meeting Kate had with the human resources consultant who is reviewing the handbook. The handbook reflects the required library and state standards as well as town policies that are applicable to our employees. The \$950.00 fee for the consultant was an encumbered expense for 2022. Marti will be disseminating portions of the handbook for board members to review and comment.

The meeting room policy drafted by Tanya and Robin was reviewed by the board. Robin made a motion to accept the Meeting Room Usage Policy as presented. Dick seconded the motion and all voted to approve this policy. Tanya will post the policy to the website.

Robin briefed the board on the decision to not pursue the sustainability grant at this time.

Marti discussed the library enhancement project which included a diagram from Roger Dignard identifying two possible locations on library grounds.

Robin gave an update on holiday gift bags and gift cards that were purchased for library employees. The gifts will be distributed tomorrow.

The Board will have two openings for the March town wide elections. (Dick Jardine had resigned for personal reasons. Betsy announced her intention to step down at the end of this term.) January 25th begins the filing period for all interested. Both Robin and John expressed interest in running for these two Trustee vacancies.

The next meeting of the Board of Trustees will be January 17, 2023.

Kate made a motion to adjourn, seconded by Jennifer and all were in favor.

Respectfully Submitted:  
Robin Winslow