



Minutes of the Library Board of Trustees June 2022

Present: Marti Wolf, Barbara Ballou, Melissa Harvey, Robin Winslow, Jennifer Allocca, Dick Backus, and Dick Jardine. Betsy Whitman absent. Don Chapman of the Library staff was briefly present and left after he spoke.

Don Chapman's address to the Board:

Don thanked the Board for the considerate support for Sarah and the family. He requested to continue as the Library handyman and agreed to respond to alarm notifications.

Review and approve prior minutes:

The minutes for the May meeting were unanimously approved by the Board, following the addition of the 'y' to complete the word 'community'. The corrected minutes are posted on the Board of Trustees web page.

Treasurer reports:

Jennifer reported on the financial status of the Library. Part-time payroll is running higher than planned but full-time is significantly less. Heating costs remain over budget, and there is potential that future propane costs may be coordinated with the SAU. Jennifer did not have access to the QuickBooks account to give the full report at this time. The treasurer's report was unanimously accepted by the Board.

Acting Assistant Director's report:

Summer reading is in progress. Melanie from Talewise put on a marvelous kickoff program, with more than 100 attending. Barbara provided an update on the new computer and technology installation from Allen Treadwell (5/24):

- All staff, patron, and children's computers have been replaced
- The new workstation server is in place
- The wireless network has been upgraded
- The TrafSys People Counter has been installed, calibrated, and is working well
- A discussion of Allen Treadwell's concern about clear instructions for the use of Library computers produced some guidance that Barbara will communicate to Allen.

Policy on collection development:

A draft policy was prepared and presented to the Board. Robin (chair), Marti, Melissa, and Barbara will serve as a sub-committee to review and revise the document and then present the revision to the Board.

Human resources report:

Kate presented a revision to the draft Employee Handbook. Marti, Kate and Dick J. will meet at 8:00 on June 27 to review the latest draft.

Projects--Status of Center of Gravity speaker:

Melissa is in conversation with a contact at the Gravity Research Foundation who is interested in speaking about historical aspects of the Gravity Center in New Boston. Dan Rothman of the New Boston Historical Society has also expressed interest.

Status—Library bookkeeper and handyman search update:

Derek Danis has expressed some interest and is ready to sit down and review our accounting procedures and files. Jennifer will ask him if he will also work with Susan Carr and the Friends at her request. Don Chapman requested to continue as the Library handyman.

Library Director search committee:

The search committee will resume activity in August.

Memorial for Sarah:

Dick Backus will speak on behalf of the Board of Trustees at Sarah's memorial service. Kate will contact Dan MacDonald about a tent. A portrait of Sarah is still being planned, with Dick B. coordinating the effort.

Event for Bill's retirement and gift:

The date for the gathering for Bill has been tentatively set for July 19 at 4:30. The photograph has not yet been selected.

Friends report:

In Betsy's absence there was no report from the Friends of the Library.

Facilities report:

The window shades are ready to be installed, and Dick B. and Ken Ballou will install them tomorrow.

New Business:

A discussion of possible Library Trustee alternatives produced at least one candidate. He will be asked to contact the Board Chair if interested.

The Board meeting adjourned at 8:25 p.m.

The next meeting will be August 23 , 2022 at 7 p.m. Note: No July meeting.

Respectfully submitted,



Dick Jardine