

Sandown Public Library

Board of Trustees Meeting

Minutes: November 9, 2023 6:30 p.m.

Call to Order 6:28 p.m.

Attendance (P: Present, A: Absent)

- (P) Chair Elaine Aubin
- (P) Vice Chair Marc Zucker
- (P) Secretary Melissa Tiney
- (A) Treasurer Stephen Brown
- (P) At-Large Barbara Lachance
- (P) Alternate Nell Keif
- (P) Alternate Jennifer Dawley
- (P) Assistant Director Cathy Hassard
- (A) Selectman Liaison Robert Nickerson

Motion made by Trustee Aubin to make Alternate Trustee Keif a voting board member for this meeting. Seconded by Trustee Tiney and unanimously approved.

Pledge of Allegiance

Public Comments None

Correspondence None

Finance Report

- P&L Budget vs. Actual Spreadsheet: Budget remains significantly below budget
- Select Board member Benjamin Sharpe present for the start of the proposed 2024 budget discussion. Provided with copy of proposed budget.
- Motion to present the 2024 Library proposed budget in the amount of \$361,732.56 to the Board of Selectman on November 13, 2023 made by Trustee Tiney. Seconded by Trustee Zucker and unanimously approved.

Approval of Minutes

- Date of Minutes: October 12, 2023
- Motion: Trustee Tiney
- Second: Trustee Aubin
- Motion passed unanimously.

Director's Report

- Motion made to forego evaluation of the library statistics this month by Trustee Aubin. Seconded by Trustee Zucker and unanimously approved.

Old Business

- New trustee appointed until 2024 elections: Barbara Lachance
- Two alternate trustees appointed until March 2024: Nell Keif & Jennifer Dawley
- Library trustees have new library emails that have facilitated communication. Motion made to establish an alternate trustee email to be shared by the two alternate trustees by Trustee Lachance, seconded by Trustee Aubin and unanimously approved.
- Trustee Lachance acknowledged the library staff over the past few months for their hard work.

New Business

- Director Brittney Bergholm will be starting on November 13, 2023 and will attend the Board of Selectman meeting that evening with Library Trustees.
- Assistant Director Hassard presented a list of needed repairs and desired purchases for the Library.
 - Quotes received for repairs received from Gottwald and painting services from Jacob Painting. Alternate Trustee Dawley to forward additional names for painting, repairs and carpet cleaning to new director. Plan to obtain additional quotes. Contracts will need to be in hand prior to the end of the year in order to encumber funds.
 - Motion to approve the purchase of a new Nilo Company play table with train map for the children's room with its associated accessories (storage bin, lego plates, Nilo Nails and storage trays) made by Trustee Tiney, seconded by Trustee Lachance and unanimously approved.
 - Motion to approve the purchase of various Lakeshore STEM kits for grades pre-K through grade 5 (total estimated cost \$1600) for library circulation made by Trustee Tiney, seconded by Trustee Lachance and unanimously approved.

Adjournment: 8:39 p.m.

Next scheduled meetings: Special Meeting to review Budget- November 20, 2023 at 6:30 p.m.

Trustee Meeting: December 14, 2023 at 6:30 p.m.

Respectfully Submitted,

Melissa Tiney, Secretary