

## Bethlehem Public Library Trustee Minutes – April 12<sup>th</sup>, 2021

Members Present: Doug Harman, Nora Clark, Tana LeClair, Barbara Szeidler, Lisa Ffrench, Len Grubbs, Mike Culver

Librarian Present: Laura Clerkin

Meeting Commenced at 7:00 PM

### **Meeting Minutes**

A motion was made to accept the minutes as written; the motion passed unanimously.

### **Treasurer's Report**

A motion was made to accept the report as written; it passed unanimously.

The budget is still favorable by about \$1,500; this is to be expected due to the library still not operating at full capacity.

The check registers for this month and last will be verbally “signed” at the next meeting.

### **Old Business**

Nothing to report.

### **Committees**

HR – Annual reviews were received in the mail.

Finance – Nothing to report.

Buildings and Grounds – Andrew Kilmer, of Navarra Landscaping, has submitted a proposal for large flower boxes to replace the large rocks in the rear of the parking lot. These would make plowing easier for him, as they would be able to come apart and be removed in the winter so that snow could be plowed over the back embankment. The cost of the boxes would be \$4,500, with Kilmer donating seasonally appropriate flora and maintenance work. He suggested that these would last 8-10 years. The Board could not come to a decision on the proposal at this time. Tana made a motion to table the discussion for the time being; this was

seconded by Len, and the motion passed unanimously. Further options will be discussed with Kilmer.

Technology – The copier is having difficulty with faxing. The machine is about 8 years old and owned by the library; options for repair or replacement will be looked into.

Bylaws and Policies – Nothing to report.

### **Librarian's Report**

The library is open! Laura has reported much happiness in the community over this news.

A small Memorial Day weekend book sale is being considered; it would be handled by staff. The trustees supported this idea.

The Peeps diorama contest was successful, and a winner has been chosen.

The library is still offering a weekly take-home kids' craft.

Details of the Summer Reading Program are being finalized. The kickoff event will be the unveiling of the Story Walk, featuring an appearance by Pete the Cat. More in person programming than last year is being planned; this will be outdoors and socially distanced.

Elaine will be out for a few weeks due to surgery; Laura and Kathy will be picking up her hours.

Laura is working on annual staff reviews at this time.

For the past year, the library has been quarantining returned materials for a full week; after extensive research on the subject, they have decided to implement new methods that will only keep items in quarantine for a recommended 24 hours. Items received via inter-library loan will still require 72 hours of quarantine.

Len made the motion to adjourn the meeting at 7:43pm. The motion was seconded by Barbara and accepted unanimously.

Respectfully Submitted

Tana LeClair