

Bethlehem Public Library Trustee Minutes – October 17th, 2022

Members Present: Doug Harman, Tana LeClair, Lisa Ffrench, Nora Clark, Sara Plumley, and Len Grubbs

Librarian Present: Laura Clerkin

Meeting Commenced at 7:00pm

Meeting Minutes

Len made a motion to accept the minutes as written, with Nora seconding; the motion passed unanimously, with Tana abstaining.

Treasurer's Report

The budget is currently favorable by \$5,657.56. This has generally been consistent through the past few months.

A motion was made by Sara to accept the treasurer's report as written, with Tana seconding. The motion passed unanimously.

Committees

HR – Laura's annual review has been completed. She, of course, remains a highly valued asset in the library and community.

Laura also began a discussion regarding salaries and 90 day reviews for our two new employees. A motion was made by Nora to accept the discussed changes, effective December 1st, 2022. Sara seconded the motion, and the motion passed unanimously.

Finance – A donation in the amount of ~~\$5,000~~ was made by Ralph Hudson, in honor of Bevalie Bonardi. Len made a motion to accept the donation, with Sara seconding; the motion passed unanimously.

Buildings and Grounds – The library sign marquee is broken; Laura will call Littleton Sign.

Technology – Laura made a decision on a new copier. The one she likes was quoted at \$990; she will be verifying the price before the final purchase is made. A motion was made by Sara to approve the purchase, with Len seconding, provided that it does not exceed \$1,500. The copier will be purchased through North Conway Copy Supplies. The motion passed unanimously.

Bylaws and Policies – Nothing to report.

Librarian's Report

Laura and Abby will be gone Sunday, Monday and Tuesday (October 23-25th) of next week to attend a conference.

Kami took it upon herself to sign up for an 18 week library program that will help her gain additional information and ideas on children's programming.

A dramatic reading of Edgar Allan Poe's "The Raven" will be happening on Thursday, October 20th.

We will be hosting another Paint and Sip Night in November.

Laura will be pricing out the cost of a new laptop or two, as well as updated staff computers.

Tana made a motion to go into executive session, with Sara seconding; the motion passed unanimously.

No major votes were held.

Sara made a motion to exit executive session, with Len seconding; the motion passed unanimously.

A motion was made by Sara to adjourn the meeting at 8:11pm, with Len seconding; the motion passed unanimously.

Respectfully Submitted

Tana LeClair, Secretary