

Bethlehem Public Library Trustee Minutes – 4/10/2023

Members Present: Doug Harman, Len Grubbs, Sara Plumley, Nora Clark, Tana LeClair, and Stephen Dignazio

Librarian Present: Laura Clerkin

Meeting Commenced at 7:00pm

Meeting Minutes

Nora made a motion to accept the minutes as written, with Len seconding; Sara abstained. The motion passed unanimously.

Treasurer's Report

The budget shows that we are favorable by \$1,806.10. Sara made a motion to accept the report as written, with Nora seconding; the motion passed unanimously.

Old Business

Nothing to report.

New Business

It was time to select committees and officers for this year. The committees were decided as follows:

HR- Barbara and Sara

Technology- Mike and Tana

Buildings and Grounds- Lisa and Nora

Finance- Len and Nora

Bylaws and Policies- Lisa and Barbara

Chairman- Doug Harman

Vice Chair- Nora Clark

Secretary- Tana LeClair

Treasurer- Len Grubbs

Stephen will talk to Laura about the different committees and make a decision before the next meeting.

Sara made a motion to keep all committees and officers as the past year, with Len seconding; motion passed unanimously.

Committees

HR – The personnel at the library are doing a fantastic job; the committee applauds their efforts.

Finance – A donation of \$50 was made. Len made a motion to accept the motion, with Sara seconding; the motion passed unanimously.

Buildings and Grounds – Nora reached out to H.P. Cummings regarding damage to a door in the building. They suggested that we replace the door and install a gutter system to divert precipitation, which is causing the bulk of the damage. They then referred Nora to Jason Wood, at Gateway Builds LLC, because this was too small of a project for H.P. Cummings to take on. Jason Wood came to the library to look at the door and gave a beginning quote of \$6,750. He also estimated that the addition of something like a roof cricket would increase the cost anywhere from \$9,000 - \$12,000.

Technology – The new TV that was recently installed in the community room is having some issues; the installers noticed it, and so we will be having it exchanged for a bigger TV that works properly. It will be ordered this week. They will also be repairing the HDMI wall hookup.

Bylaws and Policies – Nothing to report.

Librarian's Report

Laura finished staff evaluations; staff got their raises.

Laura is out next week on vacation.

They are preparing for the Summer Reading Program. The theme is “All Together Now.”

Laura discussed the rising cost of Quickbooks' annual subscription fee for bookkeeping software (from \$200 to \$500). The Board discussed the merits of this cost vs having the bookkeeper just print off their report each month. No firm decisions were made at this time.

A motion was made by Sara to adjourn the meeting at 7:51pm, with Len seconding; the motion passed unanimously.

Respectfully Submitted

Tana LeClair, Secretary