

Bethlehem Public Library Trustee Minutes – 6/12/2023

Members Present: Doug Harman, Len Grubbs, Nora Clark, Lisa Ffrench, Steve Dignazio, and Barbara Szeidler

Absent: Sara Plumley, Mike Culver, Tana LeClair

Librarian Present: Laura Clerkin (via Zoom)

Meeting Commenced at 6:58 pm

Meeting Minutes

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

Treasurer's Report

The budget is overbudget by approximately \$1,800 due to AV expenses. While this is overbudget now the budget should be back on track within the next months. Steve inquired of the overall stability of the budget over time. Due to mostly fixed budget items the budget does remain stable. Nora made a motion to accept the report, with Steve seconding, passing unanimously.

Old Business

None

New Business

Committees

HR – Nothing to report.

Finance – No questions on reports submitted.

Buildings and Grounds – Discussion on the matter of the community room door water and ice damage. Estimates have been received from one contractor. Names of other potential vendors will be obtained by Nora from Barbara. After some discussion regarding this issue there was a motion made by Len and seconded by Steve that the amount of \$8,000 be allocated for the repair/replacement. Motion unanimously carried.

Technology – Nothing to report.

Bylaws and Policies – The following policies were presented for review and updates:

Library Director Job Description

Library Assistant Director

Library Associate

Library Clerk

Motion made by Lisa to accept policy edits as presented, seconded by Len, motion carried unanimously. Updated copies will be sent to Trustees to update within the individual policy manuals. Archive of changed policies are maintained by Laura.

Librarian's Report

Laura is managing the library with remote and on-site efforts due to her injury. Library staff are doing a fantastic job of assisting wherever needed.

Select Board notified Laura of the funds that the town has allocated for a sidewalk engineering plan to be conducted. This will be specific to the BES/ Library sidewalk.

Friends of the Library have completed the garden and Story Walk clean up. They have requested a longer garden hose and access to the key for the faucet. Laura and Doug will speak with the Friends to meet their needs.

Laura provided updates to the Summer Reading Program starting the end of June.

Annual Book sale will take place on July 1st, with set up on June 30th at close of business. Laura will send out a sign-up sheet for Trustees to volunteer in 2 hour shifts.

Len made a motion to adjourn the meeting at 7:51, with Nora seconding; the motion passed unanimously.

Respectfully Submitted

Barbara Szeidler for

Tana LeClair, Secretary