

Bethlehem Public Library Trustee Minutes – 8/14/2023

Members Present: Lisa Ffrench, Doug Harman, Len Grubbs, Tana LeClair, Barbara Szeidler, and Nora Clark; Stephen Dignazio attended virtually.

Librarian Present: Laura Clerkin

Meeting Commenced at 7:00pm

Meeting Minutes

A motion was made by Nora to accept the minutes as written, with Barbara seconding; the motion passed unanimously.

Treasurer's Report

After July, we are over budget by \$3,389.33 due to some building maintenance. A motion to accept the report was made by Lisa, with Nora seconding; the motion passed unanimously.

Old Business

Nothing to report.

Committees

HR – Most of Laura's reviews are in, but Barbara is waiting to hear back from two people, and will finish her report at a later date.

Finance – There was an anonymous \$500 donation to the library, as well as two separate donations in memory of Joyce Tucker totaling \$100. Len made a motion to accept the donations, with Lisa seconding; the motion passed unanimously.

Buildings and Grounds – Nora is still waiting to hear back from Navarra about a quote for the conference room door. Due to a consistent lack of communication from various companies, Nora is suggesting that we wait for now, and work the cost into the budget for next year. She will continue to reach out for quotes.

Technology – Nothing to report.

Bylaws and Policies – Some policies were redrafted and shared with the board.

Changes to appropriate library behavior passed unanimously.

The meeting room policy, involving the use of and reservations for the conference room, had some small corrections that the board discussed. Barbara made a motion to accept the changes, with Lisa seconding; the motion passed unanimously.

The meeting room reservation form had a small revision; Tana made a motion to accept the changes, with Len seconding; the motion passed unanimously.

The last policy amended was the collection development policy. It had not been reviewed in some time, and needed to be reviewed. Len made a motion to accept it as written, with Nora seconding; the motion passed unanimously.

Librarian's Report

The book sale brought in \$770.50 for the library.

Summer Reading Program registration was up 33%; they put on 18 programs for the event.

Patron visits through July are up 10% since last year.

The conference room outer door blind broke again. It is now out of warranty. The cost from the original manufacturer is \$250, or Laura can opt to go to a store like Home Depot for a cheaper option. The entire board agreed that, due to Nora's current efforts to get the door replaced, the temporary option would be the best option.

Len made a motion to adjourn the meeting at 7:54pm, with Barbara seconding; the motion passed unanimously.

Respectfully Submitted,

Tana LeClair, Secretary