

Bethlehem Public Library Trustee Minutes –October 16th, 2023

Members Present: Doug Harman, Len Grubb, Barbara Szeidler, Lisa Ffrench, Sara Plumley, Stephen Dignazio, Nora Clark and Mike Culver, Tana LeClair attendance via remote access was limited due to technical issues.

Librarian Present: Laura Clerkin

Meeting Commenced at 7:02 p.m. after some technical difficulties.

Meeting Minutes

Nora made a motion to accept the minutes with an edit that will include Len's attendance, with Sara seconding; motion carried.

Treasurer's Report

Len presented the financials noting that we are currently \$2,675 over budget due to expense for the repair of the digital sign, this amount should be met by end of year.

P&L question by Steve regarding recognition line was answered by Len. Recognition is for both employee and donor Leaves. Recognition is for purchase of the leaves. It is zeroed out by Len, as the cost is paid for by the donation. Employee Recognition (separate line in the budget) has an amount allocated in the budget. It is used for our annual staff dinner. Motion was made by Lisa to accept the treasurer's report as written, with Nora seconding. The motion carried.

Old Business:

- The change to The Record Retention Policy was reviewed and one change will be noted. Removal of the sentence "Note from bookkeeper at New Dimensions. Wording will now state "Clarification made in September 2023: QuickBooks files are backed up daily, on both

external and cloud servers. This is completed through the external vendor.”...

- Review of the wording of Library Director Approval Authority: Alternate version (bulleted) was preferred. Motion made by Sara to accept both policies with changes noted, second by Len. Motion carried.

New Business:

Committee Reports

HR – Laura’s review complete.

Building and Grounds: status quo

Laura discussed the issues with the outside tent. She is following up with the vendor for assistance through the 3 year warranty. The tent was purchased through a grant Laura received.

Discussion from Doug regarding the town sidewalk and proposed crosswalk. Dan Tucker is mediating efforts with the parties involved for the crosswalk to the library.

Librarian updates:

51 new and renewed library cards occurred over the month of September.

Donations/Grants:

Memorial donations have continued in memory of Joyce Tucker. In lieu of ongoing approval for each month’s donations in Joyce’s name, the Board moved that acceptance for these donations is to be accepted without monthly Board notifications. Laura has and will continue to make appropriate acknowledgements. Sara made a motion to place a “Leaf” in “Memory of Joyce Tucker and her numerous contributions to the Bethlehem Library”, Len second, motion carried.

Technology:

Owl has had some functionality issues, Mike resolved the issue for this meeting, however if issues continue Laura will make the Technology committee aware.

Finance:

Len raised budget for compensation planning for 2024. Much discussion included past and current budget process and planning. Goal is to keep the budget under \$200K. Consideration of a 6% increase for compensation line agreed upon by Board. Finance committee will meet and present recommendations at the November meeting.

Policies:

Committee will continue to meet to complete policy review process.

Public Input

The library will be noting 10 years in this new location. Discussion regarding a celebration awareness event. Laura asked staff for ideas. Suggestions included:

- Scavenger Hunt
- Showcase of programs such as the Robotic arm etc.
- Book bags noting the Library anniversary
- Raffle prize of books

Laura will discuss with the staff and Friends of the Library.

Date of celebration was decided to coincide with Christmas in Bethlehem.

Question regarding the time capsule was raised with the need for further exploration.

Programs:

- Abenaki program was well attended
- Upcoming Creepy Storytime – outside with fire pit approval obtained
- Veteran Program in November music based to honor service

Request for Executive Session made by Barbara.

Librarian excused from meeting.

Executive Session commenced at 8:26 p.m. Role call occurred, attendance:

Doug Harman, Len Grubb, Barbara Szeidler, Lisa Ffrench, Sara Plumley, Stephen Dignazio, Nora Clark and Mike Culver

Laura's review and subsequent compensation discussed, with inclusion of salary comparisons to similar sized libraries. Board approved.

Executive Session ended at 8:39 p.m.

Sara motioned for the meeting to adjourn, 2nd by Len, approved unanimously at 8:40 p.m.

Respectfully Submitted,

Barbara Szeidler in lieu of

Tana LeClair, Secretary