

## Bethlehem Public Library Trustee Meeting Minutes – 11/13/2023

Members Present: Doug Harman, Len Grubbs, Stephen Dignazio, Lisa Ffrench, Nora Clark, Barbara Szeidler, Sara Plumley, Mike Culver, and Tana LeClair

Librarian Present: Laura Clerkin

Meeting Commenced at 7:01pm.

A motion was made by Sara to accept the minutes as written, Lisa seconding; the motion passed unanimously, with Tana abstaining.

The budget is currently favorable by \$1,100; Stephen made a motion to accept the report, with Nora seconding; the motion passed unanimously.

Old Business:

HR: Nothing to report.

Building and Grounds: Nora reached out again about the door; we are waiting for the contractor to order the new door. Lisa reached out to Top Notch Glass; they recommended an aluminum door and frame. This includes a new threshold and panic bar on the right side. They will fit us in sometime after the holidays. The estimate is currently six weeks but might be able to get a quicker turnaround time than that. He should be getting a quote back to the committee shortly.

Finance: Nothing to report.

Bylaws and Policies: The policy that was reviewed this month was one regarding equipment; all that was changed was altering specific dollar amounts listed to instead say “market value.” A motion was made by Sara to accept the changed policy. The motion was seconded by Barbara; the motion passed unanimously.

Technology: Nothing to report.

Librarian’s Report:

The Friends of the Bethlehem Public Library agreed to purchase 50 tote bags for the anniversary/holiday party; they also agreed to fund up to \$150 worth of items for the gift basket. The Friends will also be hosting the eclipse party in April; they also purchased t-shirts for this event. They have asked if they can sell the t-shirts on the library porch during the town’s Christmas in Bethlehem event. It was discussed at length by the board, but historically, the Christmas in Bethlehem event is entirely free to the public; that particular event is not a viable option. This does not mean that they can’t explore other options for selling the merchandise. Len made a motion to work with the Friends to find a better option; the motion was seconded by Nora. The motion passed unanimously.

Bruce Caplan reached out to Laura regarding the possibility of building an additional gear shed on library property (like the one located behind Rek-lis Brewing Company). It was discussed, and the board had some concerns that would need more specific information to decide. The board would like to invite Bruce to attend the next meeting to clarify some of the details of his request.

Nora made a motion to change the town funds on our budget from \$187,900 to \$190,500. This brings the total to \$205,800 for the year. Sara seconded the motion; the motion passed unanimously.

Len made a motion to adjourn the meeting, with Sara seconding: the motion passed unanimously.

Respectfully submitted,

Tana LeClair