

G.A.R. Memorial Library Trustees Meeting Minutes
 October 11, 2022, 6:30pm

Present: Fred Chanania, Tom Salvo, Amy Custance, Marcia Sellos-Maura, Laura Collins, Heather Conner, Corinn Flaherty
 Absent: Ashley Adams, Paula Breger, Sandra Nawrocki
 Recording Secretary: Laura Collins

Agenda Item	Outcome
Approve Outstanding Minutes	Heather moved to approve minutes from the September meeting with one edit to Marcia's name, and Amy seconded. The vote was 3 approve, 0 oppose, 3 abstain (Fred Chanania, Tom Salvo, and Marcia Sellos-Maura were absent from the September meeting). The minutes were approved.
Director's Report	<ul style="list-style-type: none"> a. Circulation and traffic are both up. The mask sign has been removed and may affect foot traffic. b. Friends of the Library Book Sale will be 10/26-10/29. They need volunteers to help. c. Miss Kate added an outdoor storytime on Fridays and had good attendance. d. Corinn looked into the MBLC construction grants. FY '24 will be the next round of grants. Marcia suggested geothermal heating and cooling as a possible way to spend Trustee funds. Corinn is following up with MBLC regarding the construction grant application due dates and process.
Status of Filings With State	<ul style="list-style-type: none"> a. Financial Report has been submitted to MBLC and we are certified for FY23. b. Strategic Plan has been submitted to MBLC and approved.
Archival Assessment	<ul style="list-style-type: none"> a. Corinn has been in contact with Myriad Consulting with regards to a preservation and conservation assessment. Half of the funding for the consultation will come from state funds, but the other half will need to come from the Trustees. \$5000 each is Corinn's initial estimate. b. The archivist will evaluate the library's physical collection, and create a processing plan along with recommendations for storing and digitizing physical items. c. Marcia suggested having a timeline for deliverables to keep the project on budget. Corinn noted that a plan for deliverables may be more attainable after the archivist has made an initial evaluation. d. Fred moved to approve Trustees paying for half Myriad Consulting's archival assessment up to a total cost of \$15,000, and to authorize Corinn to make any necessary contracts. Marcia seconded. The vote was 6 approve, 0 oppose; the funding for archival assessment was unanimously approved.
Looking Ahead to FY 23 Budget	<ul style="list-style-type: none"> a. Corinn will draft an Action Plan for Trustees review at the November meeting. The Action Plan will be in alignment with the 5-year plan that we did last year. b. Heather asked that the Archival project be added to the Action Plan, and Corinn confirmed that it will be.

	<ul style="list-style-type: none"> c. Marcia mentioned the replacement of the carpet, but suggested that we should wait until we have a possible construction plan. d. An elevator to make the second floor ADA accessible was also suggested. Fred noted that an engineer assessment would be helpful in moving forward with ADA accommodations; accessibility was part of the 5-year plan completed last year. e. Heather mentioned the courtyard, both restoring the steps and making that space ADA compliant. Fred suggested that an engineer assessment could be broadened to include an evaluation of the courtyard. f. Fred noted that January 15 would be a good deadline for the completion of an engineer assessment and plans from an architect.
Items Not Reasonably Anticipated	<ul style="list-style-type: none"> a. Dying shrubs were brought to Fred's attention; if a larger courtyard project is undertaken, replacing landscaping and shrubbery should be included. b. Marcia asked Corinn about staffing. Corinn noted that Hannah is working about 5 extra hours per week, suggesting that the library does need the 10-hour staff position. c. We are still awaiting the results of the salary survey from the town office.
Next meeting	The next meeting is scheduled for November 8 at 6:30pm at the library.

Meeting Adjourned at 7:22 pm.
The Trustees next meeting is scheduled for November 8, 2022.