

G.A.R. Memorial Library Trustees Meeting Minutes
October 18, 2023, 6:30pm, Zoom

Present: Fred Chanania, Marcia Selloso-Moura, Tom Salvo, Ashley Serveiss, Gary Kalajian, Paula Breger, Sandy Nawrocki, Laura Collins, Corinn Flaherty
Recording Secretary: Laura Collins

Agenda Item	Outcome
Approve Outstanding Minutes	Fred moved to approve the September meeting minutes as written. Gary seconded. The vote was 8 approve, 0 oppose. The September minutes were unanimously approved.
Upcoming Items	<ol style="list-style-type: none">Corinn's Director Evaluation is upcoming. Fred will send out the evaluation form before the next meeting.The Annual Report is due at the end of January. It consists of three sections: a portion composed by Corinn, a portion composed by the Children's Librarian and Teen Librarian, and a portion composed by the Trustees. The Trustees' portion will be drafted during November and December and will be submitted to the Trustees for comment and approval.Annual budget process is upcoming. The only issue for the Board to consider is potential requests for step increases for staff librarians.
Director Report	<ol style="list-style-type: none">Technology upgrades have been made. Two new patron workstations have been installed and a new staff computer has been installed. Corinn asked that the Trustees approve ordering two more patron workstation PC's and a replacement Director's laptop as part of the Trustees Technology Plan. Fred moved that we approve up to \$4000 to come from the Trustees Gift Fund to purchase 3 computers: 2 public desktop workstations and 1 laptop. Marcia seconded. The vote was 8 approve, 0 oppose; the funding for new technology was unanimously approved.Corinn noted that Kelly has introduced new STEM programming for teens and school-aged children. Fred asked that Corinn and Kelly detail those programs in the annual report.The diseased cherry tree out front was treated by Bartlett on October 17.The grandfather clock donated by former Trustee Bruce Hamilton has been delivered and installed. Corinn is awaiting a balancing service from a clock specialist. The service charge will either be paid by the Trustees or Corinn will use state aid money.
Carpet Update	<ol style="list-style-type: none">A Scope of Work for the proposed carpeting project (to occur throughout the ground floor of the building except for the Children's Room) has been prepared and sent out. The bids came in and were close in cost.Fred asked if Corinn's investigation had revealed other factors for choosing a carpeting company, such as quality of work or service. Corinn stated that she's heard good things from multiple other Libraries regarding Atkinson.Marcia inquired about off-gassing and general chemical safety of the carpeting to library employees. Corinn noted that the carpeting will be low-VOC.As Treasurer, Tom noted that he will have to move funds from the Trustees Gift Fund to cover the cost of carpeting. Fred asked Tom to wait until the final bill arrives, and to move the exact cost of the carpeting into the Gift Fund to make the use of the funds very clear.

	<ul style="list-style-type: none"> e. Fred moved that we accept the bid proposal as submitted from Atkinson Carpet for the carpet tile project, with funds coming from the Trustees Gift Fund. Marcia seconded. The vote was 8 approve, 0 oppose. The funding for the carpeting project was unanimously approved.
Branding Update	<ul style="list-style-type: none"> a. Corinn received two different proposals for two different types of branding projects. After reviewing the proposals and talking with area librarians, Corinn suggested that the Renaissance proposal, that included both logos and web design, plus a monthly fee for making any maintenance updates to the design of the website, for a total cost of \$6000 plus an optional \$100 per month (after the first three months) for website maintenance. Corinn suggested that it may be preferable to pay for website maintenance for a year, then cancel that part of the service. b. After discussion, the vote on funding the branding update was postponed until the November meeting. c. Corinn will look into low-cost alternatives as suggested by Tom, and Trustees will review the websites listed in the proposal as emailed to the Trustees by Corinn on October 16, 2023.
Items Not Reasonably Anticipated	<ul style="list-style-type: none"> a. Wendy Reed reached out to Corinn regarding the Bulletin Board policy. The town is in the process of developing a Bulletin Board policy, and wants to ensure that the town's policy does not contradict the library's Bulletin Board policy. b. Corinn will distribute Wendy's drafted policy for Trustee review and consideration at the November meeting.
Next meeting	The next meeting is scheduled for November 14, 2023 at 6:30pm on Zoom.

Meeting Adjourned at 8:05 pm.

The Trustees' next meeting is scheduled for November 14, 2023, at 6:30pm on Zoom.