

G.A.R. Memorial Library Trustees Meeting Minutes  
November 14, 2023, 6:30pm, Zoom

Present: Fred Chanania, Marcia Sellos-Moura, Tom Salvo, Amy Custance, Gary Kalajian, Paula Breger, Sandy Nawrocki, Laura Collins, Corinn Flaherty, Wendy Reed in attendance as a member of the Select Board

Recording Secretary: Laura Collins

Agenda Item	Outcome
Approve Outstanding Minutes	Marcia moved to approve the October meeting minutes as written. Gary seconded. The vote was 8 approve, 0 oppose. The October minutes were unanimously approved.
Director Report	<ol style="list-style-type: none"><li>Three new computers have been installed, so all four patron workstations have been replaced. The Director's laptop has also been replaced. Corinn reported that the new computers are working well.</li><li>The fire alarm panel shorted out during a storm this summer. It has been replaced.</li><li>The trim on the building and the entryway area was power washed.</li><li>The grandfather clock donated by former Trustee Bruce Hamilton has been balanced and is in good working order. The cost for the work was \$175, which Corinn paid for using state aid money.</li><li>Three more Story Walk posts will be added by spring: two were funded by the Friends of the Library, and Corinn used state aid money for the third, which will be used to display information about the pollinator garden.</li><li>Yoga has been moved to the Annex to be more accessible to senior housing.</li><li>Corinn added digital resources (Kanopy and Hoopla) to the circulation statistics report. Physical materials circulation is down, but electronic materials circulation has increased.</li></ol>
Carpet Update	<ol style="list-style-type: none"><li>Corinn received carpeting samples from Atkinson. She asked for input from the staff and from Terry Beaton's wife, who is a designer.</li><li>Corinn suggested that updating paint colors in the entryway of the library would modernize and refresh the interior of the library, and should be completed before the carpeting is replaced.</li><li>Corinn will seek quotes for interior painting to present at the December Trustees meeting.</li></ol>
Branding Update	<ol style="list-style-type: none"><li>Corinn met with Renaissance to discuss the website hosting and maintenance. After comparing current website costs, Corinn estimates that hiring Renaissance to host the website for a limited number of months would cost only \$885 more annually than current website hosting expenditures.</li><li>Marcia asked Corinn to determine when the hosting services would need to be canceled in order not to incur more fees.</li><li>Tom confirmed with Corinn that the monthly website hosting fees would be covered by the expense account. Fred noted that if the Trustees need to address future monthly fees, they can do so when the time comes.</li><li>Fred moved to authorize Corinn to accept the proposal from Renaissance for \$7000, with the money to come from the Trustees Gift Fund, with appropriate transfers from the investment account to cover the cost as</li></ol>

	needed. Marcia seconded. The vote was 8 approve, 0 oppose; the Branding project funding was unanimously approved.
FY25 Action Plan	<ul style="list-style-type: none"> <li>a. The draft of the FY25 Action Plan was distributed for review.</li> <li>b. Corinn will file the Action Plan with the state by December 1.</li> <li>c. Tom moved that we accept the Action Plan as written and authorize Corinn to file it with the state. Paula seconded. The vote was 8 approve, 0 oppose; the Action Plan was unanimously approved.</li> </ul>
Policy Review - Posting Notices	<ul style="list-style-type: none"> <li>a. A draft of a Posting Notices policy was distributed for review and discussion.</li> <li>b. Wendy Reed was present at the Trustees meeting, and noted that the Select Board would be discussing the Posting Notices policy at their upcoming meeting. She sought Library Trustee feedback to ensure that the town and library policies are the same.</li> <li>c. Fred suggested deleting the final phrase of the draft policy and adding a period after the words "bulletin boards." Wendy said that she had a sense of the Library Board's thoughts and will present the draft to the Select Board.</li> </ul>
Director's Evaluation	<ul style="list-style-type: none"> <li>a. Corinn said that the town has chosen a staff evaluation form that will be used by all departments when evaluating staff. Due to the timing of Corinn's evaluation cycle, Corinn will join the town cycle for evaluations in FY24.</li> <li>b. Fred distributed a composite document including scores and comments from all but two Library Trustees. He will add the final scores and comments to the document, and he will solicit staff comments to add to the evaluation.</li> <li>c. At the December meeting, the Trustees will discuss the Director's Evaluation in some detail and seek to finalize the document.</li> <li>d. Marcia asked how the staff evaluate themselves. Corinn said that she will use the town's evaluation forms for all future staff evaluations.</li> </ul>
Items Not Reasonably Anticipated	<ul style="list-style-type: none"> <li>a. The Trustees discussed staff gifts not to exceed \$50 for all library employees. Amy volunteered to purchase Visa gift cards for the staff.</li> </ul>
Next meeting	The next meeting is scheduled for December 12, 2023 at 6:30pm on Zoom.

Meeting Adjourned at 7:20 pm.

The Trustees' next meeting is scheduled for December 12, 2023, at 6:30pm on Zoom.