

Approved
JPL Trustee Meeting Minutes
January 11, 2022

Meeting opened 6:33.

Those present: Leslie Seppala, Joy McCorkhill, Director, Bette Bovio and Jeanne Kenison.

The secretary passed out the October 12 and November 9 JPL Trustees Meeting Minutes for trustees to review. Leslie made a motion to accept the minutes both October 12 and November 9 meeting minutes without changes and motion seconded by Bette. Motion was accepted by all trustees.

Leslie passed out the treasurer's report for all trustees to review. The Windfall Account balance as of December 31, 2021 was \$250,460.88. The checking account balance was \$11,027.68 and savings account balance \$6,086.61. Bette made a motion to accept the treasurer's report as presented and seconded by Jeanne. The report was accepted by all trustees. The trustees reviewed and initialized all receipts/ expenses.

Director's report

Joy presented the 2021 Statistics. The December number of individual was 67.

Joy presented the trustees with the draft of the personnel policy to review. The highlighted areas included additions of additional hours for special projects and tracking them by library director, clarifying paycheck distribution, need for early library closure if necessary on town meeting night, stating that the director and library assistant are both entitled to holidays listed providing that the holiday falls on a day when the library is normally open and 1 inclusion of any library staff in the confidentiality section. Leslie made a motion to accept the Personnel Policy as written after discussion and was seconded by Bette. All trustees accepted the motion.

In response to Select board wanting to have security cameras installed in the library, Joy stated that she had been looking up video guidelines in the library and had contacted other libraries that shared space with their town office or other municipal offices to see what their responses to this was. They felt that this was an issue of safety vs civil liberties of patrons. Joy felt that with a single level and high visibility of the entrance and the fact that she can easily watch over 3 rooms that no security cameras would be needed inside the library. We are in a low crime rate area and cameras in community center and outside the library would be able to watch the entrance and exits as well.

Joy received an update from Cori and she is interested in a date for shelving delivery. She also told Joy to order those items from Wayfair as she can't compete with their prices. She is undecided when to order it as she doesn't have space to store the furniture and floors need to be finished first.

She spoke to Tina Boutin at NorthWoods Manufacturing about getting an estimate on a circular work space desk after emailing her the TLS and Demco quotes for the desk and a wish list as well as Tucker's drawing and finishes that have been chosen.

The Demco order of mostly tables and chair sets adult/ children have been listed as shipping in 2-3 weeks. Joy also has 2 cabinets and a coat rack that need to be sanded and primed and she is looking for space to do this in before the move.

The movers are contracted for mid March and Joy is looking for volunteers to oversee the packing and moving. Nancy DeCoursey is willing to help, Joy can be there part of the time and any other trustees who would be willing to help.

Joy will set up a GoodReads Account for trustees and patrons to post books they recommend.

The calendar is as done as it's going to be and we should have approximately \$750 available for a scholarship.

New Business

A new agreement was sent back to the donor.

Hopefully, our library space will be completed by March 1.

Joy will get started on the town report.

Trustees and Joy will meet with the selectboard for budget training Jan 31 at 6:30.

Next meeting will be February 8 unless we need an additional meeting that would be scheduled on third Thursday of the month.

Meeting adjourned 7:15.

Jeanne Kenison Secretary

