

Approved
JPL Trustee Meeting Minutes
November 9, 2021

Meeting opened: 6:36.

Those present: Liz Milligan, Chair, Leslie Seppala, Joy McCorkhill, Director, Brenda Roy, Bette Bovio and Jeanne Kenison.

The secretary's minutes were passed out and read. Liz made a motion to pass the October 7, 2021 and October 12, 2021 with 2 corrections made. This was seconded by Leslie and accepted by all trustees.

Leslie passed out the treasurer's reports and all trustees reviewed them. The balance for the checking account as of November 3, 2021 was \$3,816.32; the savings account was \$6,414.02; the windfall account was \$250,383.71. Leslie said that \$1,381.64 would be transferred from savings to checking to cover 2 calendar expenses. Liz made a motion to accept the report as written, seconded by Brenda and accepted by all trustees. Trustees then reviewed and initialized all expenses/receipts.

Director's report

Community calendars are here and are being distributed. Paid ones have been mostly delivered. Phone calls and emails have been sent to patrons to notify them that they are ready for pick up. Joy could use some help with Lantern, Carlisle and Santa's Village.

Joy mentioned the Sharp grant where she had received \$2,400 for programming. She needs to do interim by 5/31/22 and final by 3/31/23. This grant doesn't cover mileage but we may be able to ask Friends if they would help out w/ paying mileage costs. Joy will be choosing 3 programs but won't plan these until in the new library (? March).

Joy introduced the idea of painting/ decorating the children's room at new library to Emma and she loves the idea. She will work with her on advertising for story time starting with Bannersnack (publishing on fb and instagram). She'll start with the website and then flyers (transfer station, OCS and PO),

No word yet from Cori on furniture and Joy will follow-up. Cori's only comment had been to go ahead and order the desk from the Library Company as she couldn't do better on the price. Joy will check out Wayfair and Overstock.com for other furniture choices.

The Story Stroll was brush hogged and marked. Joy will follow-up with Bruno as she hasn't heard from him.

Emma will be working for Joy 11/23, 27, 29 and 12/23 to cover for vacation time. Emma is scheduled for the 3rd Saturday of the month (11/20 and 12/18) and on Wednesday.

Joy has posted holiday library closures on the door and online on the website and facebook scheduled dual posts a week before each holiday.

Joy is looking for an open library sign to hang until people are familiar with new library hours. She will contact Bill Jones to check with him.

Joy will call Normandeau as they will just pack and move the books. She will give them an updated move time, see if the estimate is the same and check on certificate of insurance. Volunteers have offered to supervise the packing to ensure it being packed in order.

Joy will email the personnel policy with changes to be included w/i the budget.

Old Business

Liz passed out the budget which includes the trustees allowance. Discussion of library extinguishers and how many will be needed was brought up. Weekly cleaning of the library would include vacuuming, garbage, recycling and bathroom. Liz will approach select board to ask about these issues. She will contact town office to see when she can present the budget to the select board.

Next meeting will be January 11, 2022 unless we need a 1st or 3rd Thursday before then.

Meeting adjourned 7:30.

Jeanne Kenison, Secretary