

The Community Library
Board of Trustees Meeting
February 10, 2022

Call to Order:

As a quorum was present, President Ken Hotopp called the hybrid meeting to order at 1:00 p.m.
Present: Fred Barnes, Harriet Berard, Linda Carpenter, Janice Clark, Jim Collins, Virginia Downs, Ken Hotopp, Janet Sand, Julie Santoro, Julia Walter, Kim Zimmer (Dee Neary via Zoom)

Guests:

Ms. Julia Brandel, Youth Librarian I, attended the meeting to describe some of the services she is providing. She has updated and reorganized both the children's and the teen's collection. She described weekly Story Time for children and crafts for both children and teens. Ms. Brandel is working with the CRCS librarians organizing the popular Battle of the Books that is scheduled in April.

Minutes:

Ms. Neary moved to accept the January 2022 minutes. This was seconded by Ms. Carpenter and was unanimously approved .

Director's Report:

Ms. Zimmer is working on the annual report which must be submitted in March.

Ms. Brandel's evaluation is completed.

Ms. Zimmer is using the MVLS advocacy grant to create a pamphlet describing the library's services and expansion to be mailed to all households prior to the May budget vote.

The fine free policy is popular with patrons.

CRCS art work will be displayed in the library in May.

Mr. LaPlant is continuing with additional adult programs and has developed a monthly calendar of events.

Treasurer's Report:

Ms. Carpenter outlined the expenses and income for January. The trustees in attendance at the library reviewed the current bills. Ms. Carpenter made a motion, seconded by Ms. Clark, and was unanimously approved to pay the bills .

Committee Reports:

Finance:

Mrs. Santoro indicated that she's continuing to explore bookkeeping options.

Ms. Carpenter presented the reapportioned 2022 budget and moved to accept this revised budget. Mrs. Berard seconded the motion, and it was unanimously approved.

Ms. Carpenter presented the increase in salary for 2022 for the library employees. Mrs. Berard seconded this motion, and it was unanimously approved .

Ms. Carpenter announced the committee is presently working on the proposed 2023 budget.

Building & Grounds:

Mr. Barnes announced that Mr. Brendon Becker (Lamont Engineering) will meet with trustees and staff on Wednesday, February 16, 5:00 00 p.m., to present a proposed blue print of annex expansion and the proposed time line.

Mr. Barnes made a motion, seconded by Ms. Walter, and was unanimously approved to pay Lamont Engineering \$100,000 for services rendered for renovation of the annex.

Personnel:

Ms. Walter reviewed the director's annual evaluation with Ms. Zimmer.

Policy:

Mrs. Sand explained that she is organizing the revised policies and plans to have them available on the library's web site.

Board Development:

Mrs. Neary indicated that the committee will be devising a marketing plan to promote the library's services and expansion

Mrs. Neary reminded trustees that they will be completing trustee self-evaluations in March.

Long Range Plan of Service:

Ms. Clark's committee will meet in March.

Adjourn:

Ms. Clark made a motion, seconded by Mr. Barnes, and was unanimously approved to adjourn at 2:40 p.m.

Submitted by Virginia Downs