

The Community Library  
Board of Trustees Meeting  
March 9, 2023

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:00 p.m.  
Present: Fred Barnes, Harriet Berard, Linda Carpenter, Virginia Downs, Ken Hotopp, Janet Sand, Julia Walter. Zoom Attendance (unable to vote): Janice Clark. Excused: Jim Collins, Becky Leggieri.

Guests:

Mr. Hotopp introduced Rebecca Kuntze, a part time clerk at The Community Library. Ms. Kuntze is a college student studying for her master's degree in library science.

Additional Agenda Item:

Via Zoom, Ms. Zimmer introduced Chris McDonald, our attorney, and his paralegal, Jen Thomas. At 1:07 p.m. Mrs. Sand requested that the trustees go into executive session to seek advice from counsel. This motion was seconded by Ms. Walter and was unanimously approved. At 1:30 p.m. Mrs. Sand made a motion to exit the executive session and to return to the general meeting. This was seconded by Ms. Walter and unanimously approved. Mr. Barnes moved to provide Mr. McDonald with the authority to continue to negotiate with Bonaquisti Brothers Construction regarding the problems with the heated exterior stairs. Mr. McDonald is charged with securing the best financial settlement and the library will agree to a general release. This was seconded by Mrs. Sand and was unanimously approved. The trustees agreed that this was a difficult decision since the cost of the project was funded by a grant made available from tax payers money.

Minutes:

Mrs. Berard moved to accept the February minutes. This was seconded by Ms. Carpenter and was unanimously approved.

Director's Report:

The Board of Elections was pleased with the library facility as an early voting site. They submitted their 2023 schedule to Ms. Zimmer for the library calendar.

Ms. Zimmer has submitted an impressive, detailed annual report. Ms. Zimmer was most pleased by the number of patrons attending numerous programs and by the increased use of the building by outside groups. Mr. Barnes made a motion, seconded by Ms. Carpenter, and was unanimously approved to accept The Annual Report.

The Battle of the Books scheduled in April is being organized by the library staff, the school district librarians, and The Friends of the Library.

Treasurer's Report:

Ms. Carpenter outlined the expenses and income for February. The trustees reviewed the current bills. Ms. Carpenter made a motion, seconded by Mrs. Downs, and was unanimously approved to pay the bills.

Committee Reports:

Building & Grounds:

Mr. Barnes thanked the staff for their input into the floor plans for the annex.

Mr. Becker(Lamont Engineering) is continuing to work on the plans and procedures to complete the revitalization of the annex.

The potholes in the parking lot need to be repaired.

Personnel:

Ms. Walter indicated that the committee will be meeting to interview applicants for the library clerk position.

Policy:

Mrs. Sand explained that the committee had reviewed the Collections Policy and the Financial Gifts Policy and felt that no changes were needed.

Mrs. Sand explained the changes to the Safety Policy. Mrs. Sand made a motion, seconded by Mr. Barnes, and was unanimously approved to accept the updated policy.

Board Development:

Mrs. Berard had presented the Trustee Education Policy at the February meeting: there was no additional discussion on the bylaw. Mrs. Berard made a motion, seconded by Ms. Walter, and was unanimously approved to accept the bylaw .

Long Range:

Ms. Clark indicated that the committee is continuing to work to achieve their goals.

New Business:

Ms. Zimmer has petitions available for individuals who wish to become trustees. She has also created an outline of the trustees' responsibilities for those who are interested in becoming a member of the board.

Adjournment:

Ms. Carpenter made a motion, seconded by Mrs. Downs, and was unanimously approved to adjourn at 2:50 p.m.

Submitted by Virginia Downs