

BOARD OF TRUSTEES

MINUTES

August 15, 2024

Attending:

Carolyn Greene, Underhill (Remote); Barbara Yerrick, Underhill; Holly Hall, Director; Sharon Lockwood, Jericho; Pegs Gibson, Underhill; Sven Lindholm, Jericho (Remote); Wayne Howe, Jericho; Nancy Karlson, Jericho; Ellen Arrowsmith, Underhill

Call to Order:

- The meeting was called to order by Sven at 7:02 PM.

Agenda Adjustments

- None

Comments from the Public

- None

Policy Review

- **Personnel Policy**
 - **1st Amendment Audits** - Signage and staff training have been implemented to assure when random people enter the library and film the staff react appropriately.
- **On-line Policies**
 - Wayne reviewed the list with comments and recommendations for possible updates and other minor details that need attention.

Old Business

- **Annual Fundraising Letter**
 - Sven will draft a letter by the end of August.

New Business

- None

Treasurer's Report-

- Actuals for the FY 23/24 budget report will be complete by early September.
- Health Insurance premium is increasing 22.8% which will have an impact on the upcoming budget cycle.
- Barbara and Nancy are working on the Capital Improvement Budget.

Secretary's Report

- **Motion** was made by Carolyn to accept the July Meeting minutes as amended, **second** by Wayne. The motion **passed**.

Director's Report

- Abbey was accepted to the Library Leaders in New England program. It is an intensive 3 day training, followed by monthly meetings and projects based in the Library.
 - **Motion** made by Barbara, **second** by Ellen to pay the \$950 tuition from the staff development budget. The motion **passed**.
- The air conditioning in the Youth Room is finally working. Part 2 will start soon.
- We are getting a new, much faster fiber network that will cost \$230 a month.
- The ADA Assessment complete. New parking lot lines and taller signs are the most immediate updates needed. We need to develop a plan for other required changes.

Committee Reports

- **Fund Raising**
 - **Book Barn**
 - No one has come forth to buy books. We need to have a FREE day August 24th from 9:00 to 4:00. Holly will put it on Craig's List.
 - 8:45 - 11:00 - Wayne, Barbara
 - 11:00 - 1:00 - Nancy, Sharon
 - 1:00 - 3:00 - Pegs, Sven
 - 3:00 - 4:00 - Barbara, Holly?

- FPF Posts
 - Sunday and Wednesday
 - Barbara will write language
 - Jericho - Sven
 - Underhill - Barbara
- Donation days - Saturdays, September 7th and 14th (9:00 - 12:00)
 - 7th - Holly, Pegs, Barbara, Carolyn, Sven
 - 14th - Holly, Nancy, Ellen, Wayne, Sharon
- Sorting and cleaning as needed September 21st
- Harvest Market Sept 27th, 28th, 29th
 - Friday- Early Bird 3:00 - 7:00
 - Sat - 10:00 - 4:00
 - Sun - 10:00 - 2:00
- FPF Postings for Donation Days
 - Sunday, August 31st and Wednesday, September 4th
 - Barbara will send language
 - Jericho - Sven
 - Underhill - Barbara
- Holly and Barbara will create Harvest Market work slots
- Final details sorted at the September 19th meeting, including FPF posting responsibilities.
- **Murder Mystery Event - October 26th**
 - An Anne Cleeves play will be presented
- **Basket Raffle**
 - Holly Needs Baskets by mid October
 - Coffee - Barbara
 - Ellen - OGE
 - Movie - Sharon
- **Personnel**
 - October 28th - Staff Training Day and Luncheon.
- **Capital Planning**
 - No update

Adjournment

Motion made by Sharon to adjourn the meeting, **second** by Pegs. The motion **passed**.
The meeting was adjourned by Sven at **8:42 PM**.