

Unapproved
Marc A. Hurzeler, MD Public Library
Trustee Meeting Minutes
November 8, 2022

Meeting opened at 6:20.

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

Unapproved trustee meeting minutes for September 19 and October 1, 2022 were passed out to the trustees and reviewed without discussion. Liz made a motion to accept the minutes for September 19, 2022 and October 11, 2022 w/o corrections. This was seconded by Les and accepted by all trustees.

Les passed out the treasurer's reports for trustees to review. The Windfall Account balance as of November 1 was \$179,907.09; the Savings Account balance as of November 1 was \$6,689.00; the Checking Account balance as of November 1 was \$5,548.41. Liz made a motion to accept the report as presented and was seconded by Bette. All trustees accepted the motion.

Liz states that we needed to set a date for the budget workshop with the selectboard and will meet Dec 5 at 7. Joy will be in the library and available if we need her for the meeting. Liz will let Amanda know what date we chose.

Liz stated that we will need to adjust the fuel line item on the budget as the propane tanks had just been filled and this hadn't been accounted for.

Amanda is trying to get an updated job descriptions for the Library Director and the Library Assistant to put in the folder for the town to access. Joy feels that nothing needs to be added to her job description other than possibly a review date but would like to rework Emma's into a Children's Library Assistant next year.

Liz will start to write up the CRF Amendment for the town meeting to recover the \$52,000 from sale of the property on corner of North Road and Rt 2.

Director's Report
October Individual Visits 124.

The Halloween Party was a success with 3-4 people who want it to happen again next October. Emma will start planning next year's party in advance. After the Christmas Festival, she will think about a fall craft fair and whether it would work.

Leslie has agreed to be Mrs Claus and do a coloring contest in the library during the festival. Cookies and juice/water/milk will be provided.

Joy wanted holiday hours clarified to be able to post on website. Amanda said that the town will be giving them Monday off for Christmas and New Year's Eve. Liz made a motion that the library would follow the town's scheduled closure for Christmas and New Year's Eve on Monday. Bette seconded and this was passed by all trustees. Liz also made a motion to be closed the Wednesday before Thanksgiving so employees can enjoy the holiday, seconded by Bette and passed by the trustees.

Joy stated that Matt would bring a tree as promised from the donor.. Joy will purchase solar lights so the tree won't have to be put up near any outlet. Matt will get a base for the tree as well. Liz will talk to Amanda to see where it can go.

The Chocolate Tasting Event and Craft Fair will be on February 11. Liz will get us the hall lay out and we'll see if we can use the back room for the chocolate tasting event. Flyers for the fair will be available at the Christmas festival for the vendors.

The calendars are available and ready for pick-up There are some calendars that will need to be delivered after Thanksgiving.

The website is ready for content to be added. Joy had applied for PW and got it: www.mahlibrary.org. PW is working on gmail addresses for trustees that will be @mahlibrary.org. We used friends 501c3 status. This will hopefully be done by end of the year.

Joy submitted the invoice for the Sept/Oct hours for the PLA/Digital Literacy Grant. We have 3 new computers. Instead of a hot spot, she may be thinking about 2 tablets instead. She applied for Office 365 for 8 computers through techsoup. She's waiting on Microsoft decision on Office 365 for nonprofit.

Joy had to change the dates for the computer class because of check delay, computer shipping and holidays. She can modify her schedule and , if she doesn't meet requirements, can explain why and schedule more classes after the new year. Joy will get the word out as she can have up to 6 participants. She needs to create an on line survey for each of the participants.

Considering future grants, Leslie suggested that a different account could be set up to help pay for grant hours that wouldn't interfere with the budget.

Boyscouts have installed the Storywalk and there are a few spots that need to be worked

on. Kim Perry said they will be camping out and cutting a more passable trail. Emma is working on a storywalk book. One more sign board needs to be installed after they get the parking lot graded which will be more visible from the back door. This sign will be a welcome, directional and thank you board. It will also point out that this is a nature trail and may encounter uneven terrain. We need to state that it is not handicapped accessible at this time. Numbered signs will help keep patrons moving in the right direction.

Emma's evaluation is done and Liz will receive a signed copy for her personnel file. She is happy here and loves working in the library. She has a willingness to learn and she has goals for next year. Joy has recommended a raise. Emma has agreed to continue to work every 3rd Saturday and sub whenever Joy needs her too. She prefers not to work every other Saturday because of her husband's schedule and it will be open for discussion in the future.

Joy wants us to think about library hours at our next meeting in January. Wednesday nights aren't very busy and programming interferes with Boy scouts. Tuesday nights have planning board, JHS meetings and trustee meetings.

The Friends meeting is set for Nov 16 at 6:30. Susy Asuto, Denise Bilquin. and Amanda Cormier all going to try to be there and will hopefully get volunteers for board positions.

Joy discussed follow-up purchases specifically from donor funds. Joy found a different shed with better reviews approximately same dimensions only a little more. She also priced out pavers and a base for approximately \$1350. She sent out marketing materials for use to review: examples of banners, bags and magnetic business cards. Approximately \$1,000. SDI Sign approximately, \$2,000. Another \$150 for the base and lights for the Christmas Tree. Piper Web invoice, donor money for new website. Puzzle board is ordered and not yet arrived. Joy will advertise this and get a puzzle exchange set up at the end of the month. Curtains ordered and installed with donor money on PO. Lastly, command strips ordered for supply cabinet with donor money.

Liz made a motion to take \$172,000 from the Windfall Account to turn over to the trustee of the trust funds for the endowment fund. Leslie seconded this and all trustees passed motion.

Joy mentioned goals for 2023 including finishing off Digital Learning Grant, redoing basic classes and including tablet/smartphone. Complete all grant final reports for SHARP and PLA. Creation of classes for 3D printer. Restart the Bookclub and Cookbook Club. Look into interest in a "needles" group. Joy would like to have a program for every month and is looking for ideas. She'd like to plan for book sales that may coincide with any building events. Emma hopes to expand the SRP next year.

Since Emma is subbing st the Heartwood School, she would like to develop a relationship with them and the library by applying for a CLiF Grant.

The next meeting is set for January 10, 2023.

Meeting adjourned at 7:55.

Jeanne Kenison, Secretary