

The Community Library  
Board of Trustees Meeting  
December 8, 2022

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, Janice Clark, Jim Collins, Virginia Downs, Ken Hotopp, Becky Leggieri, Julia Walter, Kim Zimmer. Excused: Leo McAllister, Janet Sand.

Minutes:

Ms. Carpenter moved to accept the corrected minutes. This was seconded by Mr. Barnes and unanimously approved.

Director's Report:

Ms. Zimmer indicated that money from grants has supported programing; thus, the many, various programs have been offered to our patrons without a cost. Crafts and trivia programs have been very popular.

Twenty to thirty new cards have been issued each month, and Ms. Zimmer is especially pleased with the increase in teen attendance. TAB (teen advisory board) is involved in choosing new books and providing suggestions for the new teen room in the annex.

The library has more than one thousand followers on Facebook.

Ms. Zimmer is very interested in our library following the guidelines of becoming a sustainable library.

Ms. Zimmer mentioned some of the special needs of our patrons. She is working to develop a closer relationship with social services. The trustees decided that the Long Range Plan of Service would add this to their goals.

Treasurer's Report:

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

Committee Reports:

Finance:

Ms. Carpenter suggested that memorial donations be placed in a separate fund ( the checking account at the KeyBank). The trustees agreed with this plan and Ms. Carpenter will review prior years to determine the money to be transferred.

Building & Grounds:

Mr. Barnes explained: the revised deed is completed; the windows in the annex are not secure and Mr. Becker is anxious to have them repaired quickly; the disease maple tree has been removed; the outside painting will commence in the spring; Gary O'Connor will repair the shingles on the roof.

Mr. Barnes suggested that the board and the staff meet with Brendan Becker to determine specific plans and a time line for the annex.

Mr. Barnes and Ms. Zimmer emphasized that the goal is to have an improved , enlarged community library not a library and an annex.

Mr. Fred Breglia has generously created and donated an initial plan for the outdoor area.

Personnel:

Ms. Walter announced that Ms. Zimmer has received and reviewed the director's annual evaluation.

Ms. Zimmer explained the revised Standard Workday Resolution.

Policy:

Ms. Carpenter reviewed the revised Confidentiality and Privacy Policy. Ms. Carpenter made a motion, seconded by Mr. Collins, and was unanimously approved with revisions.

The revised Operating Schedule and the revised Internal Fiscal Policy were discussed.

Ms. Carpenter made a motion, seconded by Mrs. Berard, and was unanimously approved.

Board Development:

Mrs. Berard will present the results of the trustees' self evaluation at the January meeting. The committee will focus on areas that need improvement.

Long Range Plan of Service:

Ms. Clark presented the committees' quarterly report: finance and personnel are working to increase salaries to meet minimum wages; Mrs. Sand continues to review each policy every three years; the building committee's focus is on the annex.

The trustees agreed with Mrs. Clark's suggestion that the committee updates be changed to twice a year.

Mrs. Clark and her committee will add library sustainability and responsibility of patron social needs to their goals.

Unfinished Business:

The heated ramp is still not working correctly but may be operational manually.

Adjournment:

Ms. Carpenter made a motion, seconded by Ms. Clark, and was unanimously approved to adjourn at 3:20 p.m.

Submitted by Virginia Downs