

## **Trustees' Meeting Olivia Rodham Memorial Library**

**Monday, November 20, 2023, 4:00 PM**

### **I. Call to Order at 4:03 PM**

Present: Anita Flanagan (chair), Lew Derby (treasurer), Jan Perry (secretary), Melinda Belden (corresponding secretary), Karen Hersey, Gretchen Ezell (alternate), Jen Pepin (alternate), Kris Finnegan (library director)

**II. October Minutes** – Motion was made by Anita to accept the minutes as amended, seconded by Karen, motion approved.

**III. Treasurer's Report** – Lew provided the financials via e-mail and noted that there was a \$30 discrepancy, resolved as a shipping fee. Lew will pay all receipts for new computers. Assistance on the computer choices was provided by Tom Buttrick. The Gates account will now be closed.

The Draft Budget for 2024 was reviewed. Lew clarified some areas of the 2024 budget. Jan moved to accept the 2024 budget. Karen seconded the motion. The motion was approved.

The 2023 warrant article for the library was \$49,158 and \$43,993 was raised from taxes. Lew will speak with Edie Drinkwater about library funds after Trustee vote in December meeting.

Lew will begin the process of receiving authorization from bank and brokerage accounts for Karen Hersey as they transition to Karen taking over the treasurer's role in March.

Jan moved to accept the Treasurer's Report, seconded by Anita. Motion approved.

**IV. Corresponding Secretary Report** – Melinda send thank you note to Martha Collins, especially with regard to the wonderful assistance provided when the library received the CLIF grant materials.

## **V. Library Director Report -**

**Continuing Education** – Kris attended a half day session via Zoom.

**Computers** – two new computers were bought for the librarians to replace the ten year old computers and monitors. Kris reported that they are really wonderful to have and thanks Tom Buttrick for helping to select them.

**Clif Grant** – Thirty books were delivered to the Nelson School. Each student at Halona Meadows Early Childhood program received two books as well. The Nelson school children will receive two books each in the spring. There will also be another presentation for the students in the spring.

**Assistant librarian** -Kris stated that she would like to hire another assistant librarian to job share. This allows for more flexible schedules and provides full coverage. She will seek a person with previous library experience. Melinda moved to support Kris' recommendation to have a job sharing position for assistant librarian. Anita seconded the motion. Motion approved.

**Regular Events** – Coffee hour, every Saturday at 9:30am. There are usually 7-12 attendees and someone often brings a treat to share.

**VI – Library Policies Review** – The completed copies of the Investment Policy will be put into the policy manual. The library policies manual will have new formatting sections. The project is  $\frac{3}{4}$  done. We can expect a vote on the new section format at the December Board meeting.

**VII – Action items** – see each section area for motions made and approved

**VIII – Unfinished Business** - 2024 budget presented (see Treasurer's Report)

**IX – New Business** – Computer purchase (see above)

**X – Review of Health and Safety Protocols** – current protocols will continue. Masks encouraged but not required.

**Next meeting** to be held on **December 20, 2023** at 4:00 PM.

**Adjournment** – Anita moved to adjourn the meeting, Jan seconded the motion, motion approved.

**Meeting adjourned** at 5:22 PM.