

Haston Library Trustee Meeting Minutes

January 12th, 2023 @6pm

Town Clerk's Office

Call to order: 6:04 by Stacie

Agenda Amendments: none

Attendance: Stacie Tremblay, Jeff Teitelbaum, Corinna Stanley, Carole Richard, Jen Raynak, Library Director Josh Worman, and Victoria Jacobs and Brooks Sturtevant via Zoom for part of the meeting.

Public Comments: none

Review and Sign Warrants

Correspondence: Two Thank You notes from Franklin Rec for the Library's participation in the Tree Lighting and the Polar Express.

Approval of Previous Meeting Minutes: Moved Corinna SC, with one no vote in regards to the record of the abstentions on the budget vote, to approve minutes with the amendment of adding Victoria's name to the attendance.

Treasurer's Report: Moved Jeff SC unanimously to accept the Treasurer's Report.

Library Director's Report/Strategic Plan Updates:

Tree Lighting, Polar Express, and Operation Happiness went well. Circulation is up. Josh has been doing more weeding, so the shelves are becoming less congested. More information is available in the Director's Notes.

Strategic Plan: We are still in Year 2. Josh will work on ordering non-traditional items. Discussion about the catalogue computer - when the time comes to replace it, we should look into a tablet on a pedestal.

Stacie has been attending webinars regarding the strategic planning process. She has outlined ideas for the creation of the next Strategic Plan.

Committee Updates:

Policy Committee:

Gifting Policy should be more specific regarding the dispensation of undesignated funds, and about the use of the reserve fund in general.

Josh has questions about how to code expenses that are meant to be paid from the reserve fund, whether the funds are designated or undesignated, so as not to skew the budget numbers. He will consult with Lisa about this.

The Policy Committee will research what other libraries do regarding the library making donations to other organizations. The donations seem to be in accordance with the Library's mission, but the policy does not address this action.

There was discussion about the word "gift" in the policy, and how it is differentiated from the other items on the list. The Policy Committee will research how other libraries handle this.

Policies of the Haston Library, Emergency Procedures, and Personnel Policy will be reviewed by the Policy Committee, which will bring recommendations to the board for the next meeting.

New Business:

Town Meeting Dinner: Town Meeting will be held at the Town Hall, and the dinner would be held at the church. Pam Greene said that Jason said that we can use the church for the meal. There was discussion about how being at the church instead of the school would work, especially because of the kitchen. Corinna and Carole had specific concerns regarding the things that were used in the school kitchen. Carole will coordinate using school kitchen supplies as needed.

Stacie updated a list of assignments including asks for food, donations, and supplies, which was distributed to the board. The list did not include deserts, which have historically been donated by residents of the Homestead. The asks should be made about two weeks before the meeting.

General discussion of what was/should be charged for the meal. Consensus was to do "suggested donation of \$10" rather than a set price. There should be a person who handles the donations in case change needs to be made, but any amount is acceptable.

Food left over from the dinner can be brought to the coffee table in the Town Hall, with a donation jar, and the remaining items can be donated to the Homestead.

Elevator Replacement - ADA, grants: Lisa has been working on this, and reported last month that the elevator cannot be repaired, so must be replaced. Stacie is researching grant opportunities that are available to libraries specifically. There was general discussion regarding accessibility, and ideas for other options.

Holiday Schedules: There is no specific policy for the day after Thanksgiving,

Christmas Eve, and New Year's Eve. Very few, if any, patrons come to the library on those days, and the Town Clerk's Office is closed. The Policy Committee will review the List of Holidays with Pay, and the consensus is to change it to have those three days as closed, with the option to open for full or reduced hours at the discretion of the Director.

Old Business:

Budget FY 2024: The budget has increased just under \$6K from last year, with the significant increases being in Salaries, Payroll Taxes, and Health Insurance.

Moved by Jeff to approve a budget of \$57,859.00 for FY24. Discussion was held regarding the amount being requested from Town Funds when the carry-over is as large as it is. The board should do a longer-term analysis of the fluctuation of the carry-over funds in order to better inform and stabilize that budget line. SC with a vote of four in favor and one opposed.

Other Business: Discussion about inviting new board members. Josh has been asking people already, with a few positive responses, and will advertise the open positions on the website and Facebook.

Member Concerns: none

M Jeff SC unanimously to adjourn.

Adjourned at 7:36pm.

Submitted by Jen Raynak

The next meeting will be February 9th, 2023, at 6pm in the Town Clerk's Office.