

Libbie Cass Library Trustees Meeting
December 8, 2021

Call to order by President Maryanne Petrin, 10:02 AM in the Protectworth Room

Roll call: Maryanne Petrin (Chair), Joyce Guinther (Treasurer) and Annika Munholand (Secretary) as Trustees; Selectman Dick Hendl; Head Librarian Laura Pauling; Missing Alternate Trustee Jamie Crosby.

Review/acceptance of prior meeting minutes: Joyce makes a motion to approve minutes from previous meeting. Maryanne seconds. All in favor 3-0.

Treasurer's report:

Handout available at the main desk of the library. Joyce reports that the Day-to-Day account balance is correct, although the amounts within the categories are off by about \$50. She will review all entries again and find the error. Joyce mentions making a deposit in the Day-to-Day account very recently. This will show up in the December balance. Nothing to report in the General Library Fund account. Joyce received a donation for the scholarship fund. The donation of \$250 was deposited in the Scholarship Fund account. The amount will be visible in the December balance.

Selectman's report:

Dick mentions that an electrician visited the Town buildings, including the library. The electrician came to check out the lights. He estimated a cost of \$4600 to replace all the lighting for LED lights in the library. Maryanne makes a motion that the library will pay \$4600 from the General Fund account to change the lights in the library. Annika seconds. All in favor 3-0.

Dick states that the Town has approved a 6% raise in salary for all town employees.

Librarian's report:

Laura reports that the number of books checked out are still higher than last year, and higher than the previous year. The usage of Kanopy has also increased in the past month. The book clubs and other programs are doing well: depending on the program, attendance is either stable or increasing.

Laura states that the next presentation will be on Zoom. However, this time there will be a link to a recorded Zoom presentation that can be accessed anytime. The next presentation will be "Fierce Females in Art" by Culturally Curious.

Laura mentions that Dick had suggested changing the locks after Laura reported sometimes entering the library with the alarm not set. After a brief discussion, it was decided that the locks will be changed. Laura will do that after the holidays. About 6 keys will be made: the library employees and town office will have a copy of the keys.

Laura mentions that Janet had suggested we find a way to ensure that the books purchased are books desired by the patrons. Laura states that, after the holidays, she will send out a survey to the patrons asking for recommendations.

Public comment: none

Old Business: none

New Business:

- a. Review updated scholarship application
- b. Review updated personnel policy
- c. Review updated contract for librarian

All new business will be finalized at the next meeting.

Next meeting date: January 13, 2022

Adjournment: Meeting adjourned at 10:45 AM.

ACTIONS:

- Laura will have the front door locks changed after the holidays, and 6 keys made.
- After the holidays, Laura will send out a survey to the patrons asking for book recommendations.