

Libbie Cass Library Trustees Meeting
January 13, 2022

Call to order by President Maryanne Petrin, 10:00 AM in the Protectworth Room

Roll call: Maryanne Petrin (Chair), Joyce Guinther (Treasurer) and Annika Munholand (Secretary) as Trustees; Alternate Trustee Jamie Crosby; Selectman Dick Hendl; Head Librarian Laura Pauling; also present Lynne Bridges and Barbara Cooper from the Friends of the Library.

Review/acceptance of prior meeting minutes: Agenda moved, seconded, and accepted. Joyce motions to accept 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 does balance. She found the \$50 error within the categories that was noted during the last meeting. Joyce reports that the Scholarship Fund account received a \$1000 donation. This was added to the account in January, as well as an addition of \$50-\$60. The General Fund account has no changes.

Selectman's report:

Dick states that the Library Budget was accepted during the Budget meeting on Tuesday evening. He also mentions that the electrician will be changing the lighting in the library on Friday, January 28th. The cost was estimated to be around \$4600. Dick also mentions that the Town will be purchasing a new police cruiser since the two current cruisers are having problems.

Librarian's report:

Laura reports that the number of library visits went down in December. This is normal due to the holiday season. However, the number of check-outs was still greater than other years. Laura mentions that Kanopy shows a balance of \$0, with no visits during January. Laura will contact Kanopy to confirm balance.

Laura reports that the adult book club has an attendance of 3 people, the 8-12 year old book club still has a good attendance, and that the Art Smart program has a constant attendance of 6 people.

Laura mentions that she is planning on contacting someone soon about changing the library front door keys.

Laura reports that all ornaments to raise money for the Scholarship Fund were sold. The ornament kits were all picked up, except for 3 out of the initial 15.

Public comment:

Barbara Cooper mentions that representatives of the Friends of the Library will be attending the monthly Trustee meetings more often. The Friends of the Library would like to know what items are needed for the library. Laura will make a list of items that the library needs and could use.

Barbara inquired about the mask policy at the library. She reported the mask rules from other libraries in the surrounding towns and stated the importance of wearing a mask. Barbara would like to have the library mask requirements reviewed. Lynne provided an example of the extent of covid cases in

hospital ICUs. She is also concerned about the mask requirements of the library. Comments were acknowledged by the Trustees. The library mask requirement will be discussed at the next meeting.

Old Business:

- Review of updated Scholarship Application

The Scholarship Application was reviewed. One sentence was added concerning the letter of recommendations. Maryanne makes a motion to approve the Scholarship Application. Joyce seconds. All in favor 3-0. Annika mentions that a ranking scale is still required to evaluate and rank the applicants. Annika will make a draft of a ranking scale for the next meeting.

- Review of updated Personnel Policy

The Library Personnel Policy was reviewed. Some points about the policy were discussed. Maryanne states that Laura has received copies of the vacation request forms. Joyce makes a motion to approve the Personnel Policy. Maryanne seconds. All in favor 3-0.

- Review of updated Librarian Contract

The Librarian Contract was reviewed. Annika makes a motion to approve the Librarian Contract. Maryanne seconds. All in favor 3-0. Laura and Trustees sign the contract.

- Vote on 6% salary increase for Library employees

Maryanne makes a motion to approve a 6% increase in salary for Library employees. Joyce seconds. All in favor 3-0.

New Business: None.

Next meeting date: February 24, 2022

Adjournment: Meeting adjourned at 10:58 AM.

ACTIONS:

- Annika will send a “thank you” note to the people who donated funds to the Scholarship Fund.
- Laura will contact Kanopy to confirm balance.
- Laura will contact someone about changing the library front door keys.
- For the Friends of the Library, Laura will make a list of items that the library needs and could use.
- The library mask requirement will be discussed at the next meeting.
- Annika will make a draft of a ranking scale for ranking the applicants of the library Scholarship.