

Libbie Cass Library Trustees Meeting
October 28, 2021

Call to order by President Maryanne Petrin, 10:04 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. Lynne Bridges has resigned as Alternate Trustee. She is now the Vice President of the Friends of the Library.

Review/acceptance of prior meeting minutes: Motion made by Joyce to accept minutes from the previous meeting. Seconded by Maryanne. All in favor 3-0.

Treasurer's report:

Handout available at the main desk of the library. As of October 21st, the Day-to-day account received a deposit of \$2853.00. These funds are from the ARPA Grant to reimburse planned expenses that occurred during the summer. Joyce will create a file describing the expenses and the grant funds. The General Library Fund account received a donation of \$20.00. No changes in the Scholarship Fund account.

Selectman's report:

Dick reports that Tim Moulton has agreed to do the necessary repairs on the outside of the Town Office and Library building. Dick also mentions that, during the selectboard meeting, there has been discussion about the town employees' vacation time. They are discussing dealing with the vacation time in relation to a calendar date rather than an anniversary date. During the December selectboard meeting budgets will be discussed, including the library budget.

Librarian's report:

Laura states that there is \$150 left in the Kanopy account. She inquires about renewing or not. This was discussed later in the meeting. Laura also mentions that the Friends of the Library had their annual meeting in conjunction with a guest speaker. 13 people attended. The Art Smart program recently had 2 more kids join. On Wednesday the 27th, 9 kids joined the Spooky Storytime and Activities. Laura reports that the number of visits is still quite high. The numbers are going up back to pre-Covid time. There have been about 8 more visits per week compared to last October.

Public comment: None.

Old Business:

- How many scholarships should we approve this year? Maryanne states that last year we gave out scholarships to 5 people, each worth \$1200. The decision for the number of scholarship recipients and the amount given for this year (Spring 2022) was discussed.

- What criteria is needed for the applications? The criteria and requirements for the scholarship application was also discussed. Annika will update the scholarship application for review at the next meeting.

New Business:

- Review and comments on the budget for 2022: The budget for 2022 was discussed. Small changes were made. Joyce made a motion that when the \$150 for Kanopy runs out, we do not renew it. Maryanne seconds. The Kanopy costs were removed from the budget plan.

- Review and comments on the personnel policy: Maryanne shares the part of the library personnel policy that she has written so far. Maryanne will finish writing the library personnel policy using the town personnel policy as a guide.

Next meeting date: December 9, 2021

Adjournment: Meeting adjourned at 11:24 AM.

ACTIONS:

- Joyce will create a file describing the expenses and the grant funds.
- Annika will update the scholarship application for review at the next meeting.
- Maryanne will finish writing the library personnel policy using the town personnel policy as a guide.
- Annika will update Laura's contract for review at the next meeting.