

## Lanpher Memorial Library Trustee Meeting

April 11, 2023

5:00 PM

**Board Members in Attendance:** Chair: Kim Austin Puleio, Vice Chair: Ann Spearing, Treasurer: Jim Noyes, Jo-Anne, Ring, Sigh Searles, Elliott Bueleter, Secretary: Melanie Dickinson, Library Director: Amy Olsen

**Friends Report:** Next meeting in June.

**Secretary's Report:** Ann made the motion to approve the March 21, 2023 meeting minutes. Seconded by Jo-Anne. All in favor.

**Treasurer's Report:** Jim reviewed areas of the budget where we have overspent so far this year. Categories such as oil, technology and water out were areas of concern. We need more explanation of the water out bill. Jim continues to consult with Jen at the town clerk's office as the town transitions to the new recording system.

**Librarian's Report:** Amy reported many events and programs for April and May. Several local community groups have activities or materials for members of the community to participate in at the library. The wind phone will be dedicated on May 20<sup>th</sup>.

### **Old Business:**

- **Library Director Evaluation** - Kim will meet with Amy to discuss the Board's assessment evaluation and review her self-assessment.
- **Updated Policy Approval** - The following changes were made to the Policy Statement:
  1. Jim made the motion to accept Amy's suggestions for changes to Materials Selection/Collection Development Policy, and the Request for Reconsideration Form. Seconded by Jo-Anne. All in favor.
  2. Jim made the motion to eliminate the Lanpher Memorial Library Director Employment Agreement. Seconded by Jo-Anne. All in favor.

Jo-Anne made the motion to accept the Policy Statement Manual as revised. Ann seconded the motion. All in favor.

***New Business:***

- ***Job Descriptions Review*** – The Board reviewed the job descriptions for library director, assistant library director, circulation librarian, chair and vice-chair, treasurer, and secretary.
- ***Bliss Fund Update*** – The Board still does not have a clear understanding where and when this is paid to the library funds. Amy will contact Adam Lory, a Trustee of the Bliss Fund, to ask him to attend one of our meetings.
- ***Donation Brainstorming*** – Suggestions were made and discussed with ways to use monies donated in memory of Brad Benedict, Kathy Geirsbach and Fran Aronovici. Ideas were lighted flagpole, upholstered armchair, landscaping behind library, and signage. At this time, Jo-Anne will make a contact with the VFW to inquire about flagpole.
- ***Capital Reserve*** – Jim explained changes in reporting on the Board's finances. An extra line in the Capital Reserve will be added for reporting special funding. Jo-Anne made the motion to warrant the expenditure of approximately \$1500 out of the Capital Reserve Fund for the elevator repair. Seconded by Sigh. Motion passed.

***Adjournment:*** Ann made the motion to adjourn the meeting. Jo-Anne seconded the motion. The meeting was adjourned at 6:38 PM.

***Agenda Items for Next Meeting:***

- ***Annual Library Award Nominations***
- ***Annual Appeal Review***
- ***Wind Phone Dedication***

***Next Meeting: May 9, 2023***