

## Lanpher Memorial Library Trustee Meeting

Jan.12, 2021

*This meeting was held remotely by ZOOM.*

5:00 PM

**Board Members in Attendance:** Chair: Fran Aronovici,, Treasurer: Jim Noyes, Sigh Searles, Emily Dearborn, Ken Geiersbach, Kim Puleio, Library Director: Amy Olsen, Secretary: Melanie Dickinson

**Others in Attendance:** Friends Liaison: Diane Szlachetka

**Added Agenda Items:** Snowshoe Lending Liability Form

**Friends Report:** Valentine Auction Basket is now open for bids. The 2021 Spring Tuesday Talk Series will begin in April.

**Secretary's Report:** Spelling correction was made from Stephen to Steven Martin. Emily made the motion to accept the minutes as written for the December 8, 2020 meeting. The motion was seconded by Ken. All in favor.

**Treasurer's Report:** Reports were reviewed and discussed by the Board.

**Librarian's Report:** The Board was impressed with the December statistics which showed that the curbside pickup continues to be successful. Amy continues to plan programs for the children to be involved in online (Story Time, Red Clover, Chopped Jr.) and in town ("StoryWalk"). At this time, Amy is writing a grant for flooring for the community room and the annual library report for the town.

### **Old Business:**

- Basement (Community Room) Update – Fran, Charlie, Melanie, Everett and Emily cleared out the room for Steven Martin's crew. Work has started and will continue for 6 to 8 weeks. Fran and Melanie have met with Steven to discuss flooring and paint colors. Further discussion of how the room will be used and set up will continue as the room is being completed. The Board will explore ways to carry on the book sale.
- Annual Appeal Update - Ken reported that \$7,087 has been received at this time.
- Job Description for Trustees – It was discussed how we would proceed with writing these for chair, treasurer and secretary. Jim and Melanie have drafts. Amy will send out examples of job descriptions from other libraries to review. We will continue discussion at our next meeting.

### **New Business:**

- **Gift Policy Committee Presentation** – The committee presented a policy to be considered by the Board. Emily made the motion which was seconded by Fran to accept the Lanpher Memorial Library Gift Policy. All in favor.
- **Calendar Review** – After reviewing last year's calendar, changes were made to develop the 2021 Trustee Calendar.
- **Strategic Plan Review** – We are going to put this project on hold because of the pandemic. Amy would like to invite people and community groups to be involved in the development of this plan. We will consider how we might proceed with this at our April meeting.
- **Snowshoe Lending Liability Form** – Amy presented a document from the Town of Hyde Park for people who borrow the snowshoes will have to sign in order to check them out. Jim made the motion to accept the liability document/form for snowshoe lending. Seconded by Kim. All in favor.

**Adjournment:** Emily made the motion to adjourn the meeting. Ken seconded the motion. All in favor. The meeting was adjourned at 6:30 PM

**Next Meeting: February 9, 2021**

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

- Trustee Election Plan for Town Meeting
- Staff Evaluation Worksheets
- Capital Reserve Fund and Goals Review
- Trustee Job Descriptions
- Community Room Update
- Annual Appeal Update

