

## Lanpher Memorial Library Trustee Meeting

May 13, 2024,

5:00 PM

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

### **Added Agenda Items:**

- **Sprinkler System**
- **ARSL Conference**

**Friends Report:** The Trustees offered to help by providing some refreshments for the Friends play – May 31<sup>st</sup>, June 1<sup>st</sup> and June 2<sup>nd</sup>.

**Secretary's Report:** Ann made the motion to accept the Tuesday, April 9<sup>th</sup>, 2024 meeting minutes. Jo-Anne seconded the motion. All in favor.

**Treasurer's Report:** The Board reviewed with Jim what bills will need to be paid before July 1<sup>st</sup>, 2024. In July, Jim will meet with Jen to determine how much the Board has overspent and what will need to be funded.

The following action was taken:

- Kim made the motion to use some of the budgeted professional development money with the remainder of the registration and hotel fees to be paid from the reserve fund so Amy, Ruth and Christi may attend the ARSL (Association of Rural and Small Libraries) Conference. Jo-Anne seconded the motion. All in favor.
- After a thorough discussion of the proposed options from Mountain Valley Sprinkler for repair work to the sprinkler system to pass inspection, Jim made the motion to budget \$9,700 to replace all the sprinkler heads as described in the option 2 plan. Ann seconded the motion. All in favor.
- Jim made the motion to spend from the reserve fund: 1. Up to \$1,000 to pay for the computer maintenance, 2. Up to \$1,000 for electrical repairs, and 3. Up to \$500 for the sprinkler alarm testing. Kim seconded the motion. All in favor.

**Librarian's Report:** Amy's report reviewed building and maintenance projects. Many programs are scheduled for the month of June.

### **New Business:**

- **Annual Library Award Nominations** – Amy will provide "In Honor of" application forms to the community.
- **Annual Appeal Review** - Melanie reviewed the 2023 – 2024 Annual Appeal information. Jo-Anne and Melanie will meet to plan for the 2024 – 2025 Annual Appeal. Thank You Notes will need to be purchased.

- ***Process for Trustee Candidate to Be on the Ballot*** – Kim Moulton had sent information to Melanie to explain what would need to be done to have Trustee candidates elected by Australian Ballot at Town Meeting. We will discuss it further in the fall.
- ***Amy's Accounting of the Staff Performance of Ruth and Christi*** – Amy provided in detail her process for staff evaluations (including evaluation forms used by staff and Amy).
- ***Added Agenda Items:*** Sprinkler System and ARSL Conference were discussed with action taken. See Treasurer's Report.

***Adjournment:*** Jo-Anne made the motion to adjourn the meeting at 6:35 PM. Seconded by Kim. All in favor.

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

- Trustee Vacancy
- Ice Cream Social – Free Books
- Facility Use Policy Update

***Next Meeting: June 11, 2024***