

Lanpher Memorial Library Trustee Meeting

September 13,2022

5:00 PM

Board Members in Attendance: Chair: Kim Austin Puleio, Vice Chair: Ann Spearing, Fran Aronovici, Sigh Searles, Library Director: Amy Olsen, Secretary: Melanie Dickinson

Others in Attendance: Jo-Anne Ring

Trustee Resignation and Appointment of New Board Member - The Board received a letter from Ken requesting to resign from the Board. He would like to still be a volunteer on the Annual Appeal Committee by writing the annual appeal letter and email thank you notes. The Board reluctantly accepted his resignation. Melanie made the motion to appoint Jo-Anne Ring to fill the vacancy on the board until the March 2023 Town Meeting. Kim seconded the motion. All in favor.

Friends Report: The Friends meeting will be held in October.

Secretary's Report: Ann made the motion to approve the August 9,2022 meeting minutes. Jo-Anne seconded the motion. All in favor.

Treasurer's Report: Although Jim was unable to attend the meeting, he had emailed all reports to the Board members to review and discuss. He continues to work closely with Jenn, the town's financial manager, to improve, correct and update our financial records. As Jim stated, "Progress is slow, but we are headed in the right direction!"

Librarian's Report: Amy reported that the check valve on the sewer system will be installed this Wednesday. There will need to be more maintenance to the sprinkler system in order to pass inspection. Several programs are planned for the month including Banned Book Week. The Wind Phone is almost finished. Amy and Ruth will attend the NE Library Conference in NH on October 24th. Christi will not be attending so the library will not have to be closed for the day.

Old Business:

- *Basement Inventory Committee Update* - Since the backroom is under repair and we cannot get to the shelving, the committee will present more items from the inventory at the October meeting. Jo-Anne will check with Amy for size of wood needed to cover the hole over the check valve.
- *Book Sale* – We will begin setting up at 10:00 AM on Saturday. We have some volunteers to help carry books. Sigh will get tables at the town clerk's office.

New Business:

- *Budget Prep* – It was decided to review budget worksheets which Jim emailed to members and discuss at the October meeting.
- *Approve Annual Appeal Letter* – Sigh made the motion to accept the 2022 – 2023 annual appeal letter with edits. Jo-Anne seconded the motion. All in favor. Melanie will run off letters this week. Board members will be able to help fold and seal letters during next week so letters can be mailed out at the end of the month.
- *Capital Reserve Fund Review* – We will discuss at next meeting.
- *Personnel Policy Update* – Anne made the motion to adopt the changes in the earned time off policy. Fran seconded the motion. All in favor.
- *Visit with Ken* - We discussed ways we could check in with Ken. Individual or small group visits seem to be preferred by all.

Adjournment: Jo-Anne made the motion to adjourn the meeting at 6:15 PM. Seconded by Kim. All in favor.

Agenda Items for Next Meeting:

- *Library Awards Celebration*
- *Budget Prep*
- *Capital Reserve*
- *Basement Inventory*

Next Meeting: October 11, 2022