

## Library Board – Meeting Minutes

**November 8, 2017**

**Present:** Jane Marshall, Jeanne Engel, Jessica Bickford, Stacey Waterman, Sabrina Rossi

1. Called meeting to order. It was noted that Jane Nuse has stepped down from the Library Board of Trustees. A new secretary, Sabrina Rossi was appointed to take notes.
2. Minutes of last meeting were approved and seconded with one minor change. Under “Lawn Mowing” it should indicate that the library will be using the same landscaping company, Davis Landscaping, as the neighbors. The neighbors will not be responsible for the lawn care.
3. Report of the Librarian, Jeanne:
  - a. Drop Box: The new drop box arrived and has been placed. New letters to label the box are being made and Becca will be helping. The old box was recycled.
  - b. Background Checks for Library Staff: As Library Employees work with children, all employees should have a background check done. Board agreed that this should be done through the town.
  - c. Assistant to Becca: May need to advertise for a helper as the one Becca had in mind did not work out. Becca primarily needs help during summer program and certain complicated programs throughout the school year. For now, Sabrina will check with Becca regarding which programs are the most in need during the school year and help out until an assistant is available.
  - d. Becca reopened the JPL art Drawing Contest. It was posted on Front Porch Forum and Facebook.
  - e. Chairs: Jeanne found heavy duty white chairs that the library may purchase to replace the 8 around the main table in the library. She contacted Mike from a local antique shop who indicated he would stain the chairs as a donation to the library. The Board approved up to \$1200 for the purchase of these new chairs, making this option feasible. Jeanne suggested the old chairs be given to Mike for him to sell as a trade and disposal option for the Library. The Board Agreed.
4. Budget Year End Estimates – Stacey handed out copies of the updated budget and we went over the figures. The Board Approved the budget and it was seconded. Stacey will finalize and submit.
5. Flood Proofing Update – Selectboard put in a proposal to hire a contractor to make a proposed plan for moving to a mini-split system.
6. Board Vacancy – Jane Nuse stepped down as a Library Trustee. Brian will be posting on Front Porch Forum.
7. Jessica Bickford talked briefly about “Open Meeting Law” for the board to understand the types of communication that may take place via e-mail and the public notice required for meetings.

**Next Regularly Scheduled Meeting: January 10<sup>th</sup>, 6pm.**