

BOARD OF LIBRARY TRUSTEES MEETING

October 7, 2021

(in-person, ZOOM available)

PRESENT: Jeanne Cianciola, Chairperson
Emily Blampied, Secretary
Tammy Tedeschi, Treasurer
Virginia Johnson, Library Director

Call to Order/Public Comments/Reports: The meeting was called to order at 4:15 p.m.; there were no public comments. Minutes from the September meeting were approved and accepted. The treasurer reported a balance of \$1,185,318.67 in the John Curtis Trust as of 8/31/2021, with a quarterly report due from the Barbara Mann Trust.

The director's report covered *building issues* (HVAC system functioning with continued monitoring); *collection issues* (metal detector kit added); *staff issues* (continuing search for substitutes, cost of part-time to full-time position detailed for finance office); *display cabinets* (Historical Society/Stetson House display in place, to be followed by a presentation in November); *programming* (Car Care, Cooking, NE Legends, Cookbook Club, teen face painting, many children's programs as well as community groups); *outreach* (Holiday Stroll in December); *director's activities* (unconscious bias training, reading with intellectual disabilities, MLS marketing group, OCLN/MLA meetings, weekly meeting with Town Manager).

New Business:

- A. A policy RE: minimum number of staff in the building will be written by the director and the head of circulation, then presented to the trustees for discussion and approval.
- B. The state aid report and waiver request will be submitted.
- C. What has become an annual holiday party for Friends of the Library will not be held this year due to continuing COVID concerns.

Old Business:

- A. Our long-range plan will be submitted when ready, as agreed to by the MLS/MBLC.
- B. A gift policy will be written by the director and submitted to the trustees for discussion and approval.

The meeting adjourned at 5:25 p.m. with the next meeting scheduled for Thursday, November 4, 2021, at 4:15 p.m.

Emily Blampied
Secretary

Documents distributed

BOLT agenda for 10/7/2021
Secretary's report
Director's report

DRAFT FY 2021 Capital Budget/Year Plan
Part-time/full-time salary difference as of 12/2021
Thank-you note to Hanover Pride for book donation