

CPL - Trustee Meeting Minutes 10-18-22

In attendance: Ashley Danforth, Kathy Bennett, Ellin Leonard, Julie Laracy, Andrea Libby, Jason Cicero, David Smolen

Public attendees: Tessa Narducci, Jeff Beavers, Jen Spofford, Earl Sires

Meeting called to order 4:01pm

Consideration of meeting minutes from Sept. 20 and Oct. 12 meetings

Jason motioned to accept- Sept. 20 meetings, Ellin seconded; All in Favor - Aye (6:0)

Jason motioned to accept Oct. 12 meetings, Ellin seconded; All in Favor - Aye (6:0)

Acceptance of unanticipated revenue in the amount of \$65; Kathy made a motion to accept funds; Ashley seconded; All in favor: Aye (6:0)

Treasurers Report - Jason Cicero - Jason presented the treasurer's report. A motion was made to accept the report. Motion by: Ellin; seconded Andrea. All in favor - Aye (6:0)

Directors Report - Jen Spofford introduced. Director presented his report. Motion made to accept the director's report; Ellin made motion; Ashley seconded it All in favor - Aye (6:0)

Friends Report - Officers not elected at last meeting as was scheduled.

New Business: Consideration of proposal from Barba+Wheellock

Issue about existing pillar/stain on it. Discussion of contract section which includes \$1,000 to analyze stain and potentially clean it and source cause of it. Discussion of project costs and project duration.

Julie made a motion to accept the contract; Jason seconded the motion: All in favor - Aye (6:0)

David and Kathy to work on next public statement regarding progress of repairs.

Old Business: Budget Process

Nov. 15 Library goes before the selectman for budget proposal. Director explained 2023 budget proposal and changes since last meeting. 9.3% increase in health insurance benefit costs anticipated. Improved wifi/internet services added to Info Technology line item.

Motion to accept budget with potential adjustment to health insurance and property liability premiums and heat: Julie made the motion; Kathy seconded. All in favor - Aye (6:0)

New Business: Public Computing Discussion

Director gave history of public computing and current vendor provider Useful who is phasing out this service. Jeff and David researched alternatives and found Envisionware, very much centered in the library world. Director discussed changes to how this service can be offered and reviewed Envision proposal. New approach would modernize our public computer offerings. For first time we would offer tablets for check out. Patrons check out tablets which would integrate with our circulation system. Patron returns it and then the hublet would wipe it clean to protect patron privacy. Traditional work stations would still be available. David will request year 2 costs for Envision and laptop/desktop costs.

Discussion on how to fund it, warrant article or putting it in the 2023 budget.

Motion made to proceed with Envisionware and add it to the 2023 budget in the Info Technology line item. Motion made by Julie; Ashley seconded; all in favor AYE (6:0)

New Business: Director Job Description

Julie pointed out that the job description presented was not the latest version. Discussion was tabled and will be moved to next month's agenda.

New Business: Creation of new policy - Board Liaison for Staff

Ashley read the new policy aloud.

Discussion ensued about having position be split between trustees. Andrea, Ashley and Ellin all indicated a willingness to be in a rotation. Trustees to use board meeting to discuss who will be rotation. David asked about due process rights of an individual if they were named in an anonymous complaint. Julie added that the intent is to have open and honest conversations without fearing retribution. Comments are confidential but not anonymous as they would come to the board in non-public session by the liaison. Andrea and Ellin agreed to go first employee meeting on Fri. 10/21/22 and Andrea agreed to be first liaison for period from 10/21 to 11/30/22.

Motion made to accept policy with changes showing rotation of multiple trustees to serve as board liaison with monthly rotation determined at each board meeting. Kathy made the motion - Ashley seconded it. All in favor - Aye (6).

Board Member Issues: Strategic Planning

Kathy Bennett asked that we have strategic planning review at next board meeting.

Motion to go into non-public - Jason; seconded Ashley

Non-public session

Per 91-A:3

Roll Call Vote: Kathy, Ashley, Jason, Ellin, Julie, Andrea - All Aye/Yes

Entered non-public at 5:59pm

Motion to leave non-public session- Ellin; Julie; seconded - All in favor - AYE (6:0)

Motion to seal minutes - Kathy; Jason, seconded.

Roll Call Vote: Kathy, Ashley, Jason, Ellin, Julie, Andrea - All Aye/Yes

Return to public sesion: 6:02pm

Adjourned: 6:02pm