

Alice M. Ward Memorial Library Board of Trustees
Minutes
January 5, 2022

I. Open Meeting:

The 01/05/22 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 3:58 pm.

II. Attendees:

Nancy Petro, Suzanne Phinney, Sharon Belleville, Gana Carr, Shellie Bresnahan, Sharon Ellingwood White, Ron King

III. Approval of Minutes from Previous Meeting:

A motion was made by Nancy and seconded by Gana to approve the 12/01/21 AWML Trustee meeting minutes. Minutes were approved by a unanimous vote.

IV. Additions/Deletions to Agenda:

None

V. General Public Comments:

None

VI. Building Maintenance/Concerns:

Playgroup inadvertently locked Ron out of the library. More keys are being made.

Nancy initiated a discussion regarding having a door on the library office instead of a curtain for both security and privacy/quiet when needed. Sharon E. proposed that a café style door would be preferable so that there is a barrier- yet she can keep the top open when she is working and available so that patrons can see her and talk to her. The door is narrow- not standard sized. Sharon E. is talking to CTE-Building Trades regarding constructing a door. Gana has some old solid wood doors- discussed having Mr. Reid look at the possibility of modifying one of them for use on the office.

See librarian's report for additional information.

VII. Budget Review:

Budget for 2021 reviewed. 2021 was within budget.

2022 Budget is complete except for numbers needed from the town office for some specific items that are set dollar amounts.

VIII. Policy/Bylaw Review:

Sharon E. has a Gift Policy draft ready for review. Tabled for the next meeting as this meeting is focused on 2022 budget and other necessary items.

IX. Library Activity:

See Librarian's report for additional information.

X. Ongoing/Future Goals:

Obtaining carpet samples and quotes- getting new carpet installed.

XI. Other Business:

Trustees do not currently receive a stipend for their service as members of other town boards/committees do. A discussion was held regarding the subject. After discussion Suzanne made a motion that the Trustees of the AWML will not receive or add trustee stipends to the 2022 library budget. Seconded by Nancy. Approved unanimously.

Vacation time- notice was signed by the trustees and added to the warrant stating that staff vacation that occurred between 12/26/21 and 12/31/21 was to be charged to 2021 vacation time accrued and not reduce the number of 2022 hours accrued.

Executive Session for the purpose of staff review: Executive session entered at 5:00 pm. Executive session ended at 5:37 pm.

XII. Adjournment:

A motion was made by Sharon to adjourn the 01/05/2022 AWML Trustees meeting. Meeting adjourned at 5:40 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 4:00 pm on 02/02/2022.



***Alice M. Ward Memorial Library Board of Trustees
Minutes
February 2, 2022***

I. Open Meeting:

The 02/02/2022 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 4:04 pm by Nancy Petro.

II. Attendees:

Nancy Petro, Suzanne Phinney, Sharon Belleville, Gana Carr, Shellie Bresnahan, Sharon Ellingwood White, Ron King, Monique Petrofsky

III. Approval of Minutes from Previous Meeting:

A motion was made by Suzanne and seconded by Gana to approve 01/05/2022 AWML Trustee meeting minutes. Minutes were approved by a unanimous vote.

IV. Additions/Deletions to Agenda:

None

V. General Public Comments:

Monique Petrofsky, co-chair of the Canaan Historical Society, attended the meeting. She is working on two long term plans, one of which involves the library. The project involves the creation and placement of historical markers around Canaan and a Heritage trail. Markers would be much like the ones found at the Connecticut Lakes in Pittsburg; a photo was shared as an example of the marker appearance. The first one they hope to place would include pictures and a history of the library, and of the garden at Bob Lee's house, on a single marker. Monique presented the plans to the trustees, seeking approval of the plan. The library trustees and librarian will review and approve the text and photos prior to the marker being produced. The plan is, with approval, to place the marker on the Lee property. Monique is in the early stages of the project and will be talking to the Lee's. Additionally, she was advised to check with the town zoning board, and to check on how snow plowing may affect the placement. Once she has completed the information gathering part of her project, she intends to seek grant funding.

VI. Building Maintenance/Concerns:

See Librarian's report

VII. Budget Review:

The 2022 budget and library report has been submitted to the town office for inclusion in the Town Report. The January 2022 budget activity was reviewed.

VIII. Policy/Bylaw Review:

Trustees previously reviewed items that were finalized and brought back to the board for signatures- placed in effect. They were the Collection Development Policy, the policy for Reconsideration of Library Materials and forms, and a form- Suggestion for Purchase or Programming that patrons may complete.

IX. Library Activity:

See Librarian's report information.

X. Ongoing/Future Goals:

XI. Other Business:

No business was conducted at the meeting requiring trustee voting.

Town Meeting will occur on 02/28/2022 at 6 pm in the Canaan Schools gymnasium.

There will be no AWML Trustee meeting held in March. The next regular meeting of the trustees will be held on 04/06/2022 at 4 pm.

XII. Adjournment:

A motion was made by Shellie to adjourn the 02/02/2022 AWML Trustees meeting and seconded by Sharon. Passed unanimously. Meeting adjourned at 5:40 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 4:00 pm on 04/06/2022.



Alice M. Ward Memorial Library Board of Trustees
Minutes
April 6, 2022

I. Open Meeting:

The 04/06/2022 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 4:05 pm by Nancy Petro.

II. Attendees:

Nancy Petro, Kathy Smith, Sharon Belleville, Gana Carr, Shellie Bresnahan, Sharon Ellingwood White & Ronald King

III. Approval of Minutes from Previous Meeting:

A motion was made by Shellie and seconded by Gana to approve 02/02/2022 AWML Trustee meeting minutes. Minutes were approved by a unanimous vote.

*There was no meeting in March. Town meeting.

IV. Additions/Deletions to Agenda:

None

V. General Public Comments:

Ron King addressed the condition of the sidewalk leading to the front door. The sidewalk is crumbling due to age and salt use in the winter. There are a couple of spots that have developed holes. It is a tripping hazard and is getting hard to clean off in the winter. Options were discussed- the best two seem to be ledge pack or paving. Sharon will contact someone on the Rec Park Committee to inquire as to plans for repaving of the track so that we might obtain pricing for the sidewalk to occur while the paving company is already in town.

VI. Building Maintenance/Concerns:

Carpet removal and replacement estimate received and reviewed. Work to occur in the spring- exact date not yet provided.

Side door lock needed to be repaired. Mark Zizza (locksmith) repaired and rekeyed. Mr. Zizza is going to provide a quote on a security camera for the front of the library. Sharon and Nancy suggested asking for an estimate for the carriage house side as well.

Sharon will call an exterminator regarding the boring bugs in the carriage house and what needs to be done to treat/kill them.

Front foyer still needs to be repaired/painted. Sharon E. is in communication regarding getting that process going.

VII. Budget Review:

The financial report from the town clerk was reviewed. There is a question regarding an amount of \$10.04. Shellie will review with the town clerk. Budget on track YTD.

VIII. Policy/Bylaw Review:

No policy reviewed. Discussed having a policy regarding use of space by the Canaan Historical Society. Discussion goes back to recommendations made by an Insurance inspection for VLCT. Trustees agree that a policy should be created to define access to and use of the building outside of open library hours as there is no access to the historical society without entering the library itself.

IX. Library Activity:

See Librarian's report information.

X. Ongoing/Future Goals:

Continued improvements to the building. Continued access and provision of services to all community members.

XI. Other Business:

Thank you cards will be sent to express appreciation for the extra care provided during snow removal.

Discussed library policy regarding patron behavior as a loud verbal confrontation recently created an uncomfortable atmosphere recently. Library staff intervened, handling the situation. Policy will be enforced as the library is a place for all to feel welcome and comfortable.

No business was conducted at the meeting requiring trustee voting.

XII. Adjournment:

A motion was made by Sharon to adjourn the 04/06/2022 AWML Trustees meeting and seconded by Shellie. Passed unanimously. Meeting adjourned at 5:33 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 4:00 pm on 05/04/2022.



Alice M. Ward Memorial Library Board of Trustees
Minutes
May 4, 2022

I. Open Meeting:

The 05/04/2022 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 4:10 pm by Nancy Petro.

II. Attendees:

Nancy Petro, Sharon Belleville, Gana Carr, Shellie Bresnahan, Sharon Ellingwood White & Ronald King

III. Approval of Minutes from Previous Meeting:

A motion was made by Shellie and seconded by Sharon to approve 04/06/2022 AWML Trustee meeting minutes. Minutes were approved by a unanimous vote.

IV. Additions/Deletions to Agenda:

None

V. General Public Comments:

None

VI. Building Maintenance/Concerns:

Revisited the need for a door for the office for bot privacy and security reasons. Gana has some period appropriate doors at her house. She will look at the doors and give measurements to Sharon E. so that she can talk to Mr. Reid regarding modification if needed and installation of a door.

Building Trades (CTE) students have been very helpful, completing several small jobs.

A local gentleman has offered a solution to the low handrail going upstairs to the historical society and volunteered to do the work.

Awaiting a start date for the carpet replacement.

See Librarian's report for additional information

VII. Budget Review:

The financial report from the town clerk was reviewed. All looks good – fuel is at 70% for the year, but the heating season is essentially over until fall. Will monitor fuel prices and needs.

VIII. Policy/Bylaw Review:

Sharon E. provided the trustees with sample policies from several libraries regarding the use of the building. Trustees will review and an outline for a new or revised policy will be worked on at the June meeting.

IX. Library Activity:

See Librarian’s report for information.

Discussed Sugar on Snow activities. Book sale planned. Investigating the possibility of live music.

X. Ongoing/Future Goals:

Continued improvements to the building. Continued access and provision of services to all community members.

XI. Other Business:

None

No business was conducted at the meeting requiring trustee voting.

XII. Adjournment:

A motion was made by Shellie to adjourn the 05/04/2022 AWML Trustees meeting and seconded by Nancy. Passed unanimously. Meeting adjourned at 5:05 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 4:00 pm on 06/01/2022.



Alice M. Ward Memorial Library Board of Trustees
Minutes
June 1, 2022

I. Open Meeting:

The 06/01/2022 AWML Trustee meeting was opened at 4:03 pm by Nancy Petro

II. Attendees:

Nancy Petro, Shellie Bresnahan, Gana Carr, Kathy Smith, Sharon Belleville, Sharon Ellingwood White, Ron King

III. Approval of Minutes from Previous Meeting:

A motion was made by Shellie and seconded by Gana to approve the minutes of the May trustee meeting. Approved unanimously.

IV. Additions/Deletions to Agenda:

None

V. General Public Comments:

None

VI. Building Maintenance/Concerns:

A quote from Zizza Lock & Security was reviewed for the installation of a security camera system. Discussion was held and it was decided to add another camera to the system. Nancy made a motion to approve the quote with the addition of an additional camera with the cost to be paid from grant and donation funds. Seconded by Sharon B. Approved unanimously.

Colebrook Carpet called- need to pick carpet. Install date of early July. Sharon E. will call and inquire if the install can be done in September when the library is not so busy. If they are unable to accommodate a September install the library will manage working with July installation.

Norman Flanagan was in to discuss work to be done including installation of the water bottle refill station, water heater replacement and a slowly draining sink. He will provide a quote to complete all the work. (Note: \$150 of the cost of the water bottle refill station will be reimbursed by Green Up Vermont).

The carpenter who has volunteered to modify the stair railing to the upstairs has agreed to do that work in the fall when the library is less busy. He will be pricing materials and providing information to Sharon E. prior to then.

Sharon E. reached out to Chris Masson regarding the removal of the tree out front identified as an invasive species by a forester last year. He stated it will be removed soon.

See Librarian's Report for further information.

VII. Budget Review:

Budget reviewed- within expected range aside from fuel which is above 80% of budget. Fuel purchases are finished until the fall. Will monitor at that time.

VIII. Policy/Bylaw Review:

Discussed building use after review of policies from some other libraries. Sharon E. will write up a draft policy based on samples and suggestions for next meeting.

IX. Library Activity:

See Librarian's Report

X. Ongoing/Future Goals:

Continued upkeep and improvements to the building.

XI. Other Business:

None

XII. Adjournment:

Meeting adjourned at 5 :10 pm

Next meeting: The next regular meeting of the AWML Trustees will occur at 4:00 pm on 07/06/2022



Alice M. Ward Memorial Library Board of Trustees
Minutes
July 6, 2022

I. Open Meeting:

The 07/06/2022 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 4:04 pm by Nancy Petro.

II. Attendees:

Nancy Petro, Sharon Belleville, Gana Carr, Shellie Bresnahan, Sharon Ellingwood White, Ron King.
(absent: Kathy Smith)

III. Approval of Minutes from Previous Meeting:

A motion was made by Shellie and seconded by Gana to approve 06/01/2022 AWML Trustee meeting minutes. Minutes were approved by a unanimous vote.

IV. Additions/Deletions to Agenda:

None

V. General Public Comments:

Front sidewalk is in poor condition- concrete is crumbling and uneven. Rec Park track paving was completed- we did not make the connection to try to piggyback on that project to save on costs. Discussed the options for walkway replacement. To be continued.

VI. Building Maintenance/Concerns:

Security cameras have been installed and are functioning. Local law enforcement officer came in to review and gave suggestions regarding the way the cameras are pointed/view. Trustees given a demo of the system. Agree with recommendation. Sharon will talk to installer about possibly repositioning one of the cameras.

Carpet replacement will be done in September.

Water bottle fill station has been installed.

Slow draining sink repaired. Plumber found art paintbrushes in the drain.

Repairs to air-conditioner unit- thermostat. New pump for unit ordered. Dehumidifier ordered.

See librarian's report for more information.

VII. Budget Review:

Budget reviewed. Screen door repair will be debited from Preservation Trust grant funds. Budget on target. Motion made by Shellie and seconded by Gana to accept the budget report. Approved unanimously.

VIII. Policy/Bylaw Review:

Reviewed and edited a policy for the use of security cameras. The policy with edits was approved and signed by trustees. Building use policy review and discussion tabled until next month as security camera policy needed immediate review.

IX. Library Activity:

The band that had been hired to play during Sugar on Snow notified the library director that they are unable to come. Sharon will investigate other band possibilities for that date.

See Librarian's report for additional information.

X. Ongoing/Future Goals:

No discussion

XI. Other Business:

No discussion

XII. Adjournment:

A motion was made by Nancy and seconded by Shellie to adjourn the 07/06/22 AWML Trustees meeting. Meeting adjourned at 1725.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 4:00 pm on 08/03/22 .



Alice M. Ward Memorial Library Board of Trustees
Minutes
August 3, 2022

I. Open Meeting:

The 08/03/2022 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 4:15 pm by Sharon Belleville.

II. Attendees:

Sharon Belleville, Shellie Bresnahan, Kathy Smith, Sharon Ellingwood White, Ron King

III. Approval of Minutes from Previous Meeting:

A motion was made by Shellie and seconded by Kathy to approve 07/06/2022 AWML Trustee meeting minutes. Minutes were approved by a unanimous vote.

IV. Additions/Deletions to Agenda:

None

V. General Public Comments:

None

VI. Building Maintenance/Concerns:

See Librarian's report for additional information.

Carpet color picked (Ferguson)- a brownish/red. A thicker "water hog" type carpet will be installed in the entry foyer.

The volunteer who is helping with "handyman" work has suggested that it would be a good idea to replace the sink/cabinet in the kitchen area. Sink is very low.

Sharon E. will check on the status of the new sign construction.

VII. Budget Review:

Budget reviewed and is on target.

VIII. Policy/Bylaw Review:

None ready to review- Sharon working on Building Use Policy

IX. Library Activity:

See Librarian's report for additional information.

Book sale scheduled this Friday. Due to weather forecast the book sale will be held indoors.

X. Ongoing/Future Goals:

Get new sign installed.

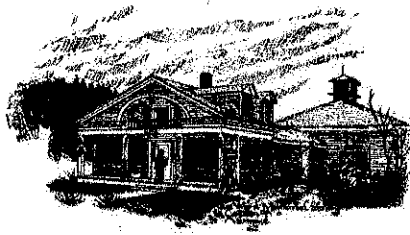
XI. Other Business:

ALA Grant not received- See Librarian's report for additional information.

XII. Adjournment:

A motion was made by Shellie and seconded by Kathy to adjourn the 08/03/22 AWML Trustees meeting.
Meeting adjourned at 5:08 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 4:00 pm on 9/7/22.



Alice M. Ward Memorial Library Board of Trustees
Minutes
September 7, 2022

I. Open Meeting:

The 09/07/2022 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 4:05 pm by Nancy Petro.

II. Attendees:

Nancy Petro, Sharon Belleville, Shellie Bresnahan, Kathy Smith, Jana Carr, Sharon Ellingwood White

III. Approval of Minutes from Previous Meeting:

A motion was made by Nancy and seconded by Sharon to approve 08/03/2022 AWML Trustee meeting minutes. Minutes were approved by a unanimous vote.

IV. Additions/Deletions to Agenda:

None

V. General Public Comments:

Dennis Fuller (Canaan Historical Society) noted that the boring beetles in the carriage house are active again, fine sawdust present on surfaces. Presidential Pest Control visited previously and said to call them when the beetles became active again. Sharon W. will contact them.

VI. Building Maintenance/Concerns:

See the Librarian's report for additional information.

Carpet installation next week. Library closed. School building trades will assist by moving shelves out of sections for carpet work and replacing them after the carpet is down.

There is a new wooden door on the office, replacing a curtain. The door offers privacy and more security as it can be locked.

The dehumidifier did not get installed when AC unit work was completed. Will be installed soon.

Sign has been built, installation date not yet scheduled. Dig Safe was notified and came to verify placement ok.

VII. Budget Review:

Budget reviewed and is on target. A motion was made by Shellie and seconded by Nancy to approve the budget report as it stands. Approved unanimously.

VIII. Policy/Bylaw Review:

No documents ready to review- Sharon working on Building Use Policy

IX. Library Activity:

See Librarian's report for information.

X. Ongoing/Future Goals:

XI. Other Business:

Town Selectboard recently voted to make Park St. one way. One way and do not enter signs were installed on the street today. Additionally, a no parking sign was installed on the right side of the road. The selectboard meeting minutes state "The selectboard would like two 'One-Way street signs and one DO NOT ENTER sign and one or two No Parking signs ordered." Regarding the vote the minutes state "Motion was made by Mark and seconded by Al to turn Park Street into a One-Way Street. Motion unanimously carried in the affirmative." Per the minutes no vote was held to make one side no parking. The no parking signs on the right-side affect patrons who park in front of the library for Wi-Fi access and cut already limited parking for the library in half.

Playgroup is no longer funded. Sharon W. has had discussions with NEKCA who is looking for funding. Additionally a new playgroup leader will be needed. Sharon has been communication with Jen Lawcewicz CMS regarding the program and possible recommendations for a leader.

Phoebe from the NH Charitable Foundation is interested in visiting the library and talking with Sharon. The positive stories recently about the library, and specifically Sharon and her assistance with travelers who are having difficulty with ArriveCan have piqued her interest as the foundation is community focused and interested in new/creative ways to benefit the community.

XII. Adjournment:

A motion was made by Kathy and seconded by Sharon to adjourn the 09/07/22 AWML Trustees meeting. The meeting adjourned at 5:40 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 4:00 pm on 10/5/22.



Alice M. Ward Memorial Library Board of Trustees
Minutes
October 5, 2022

I. Open Meeting:

The 10/05/2022 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 4:15 pm by Nancy Petro

II. Attendees:

Nancy Petro, Sharon Belleville, Gana Carr, Kathy Smith, and Ron King

III. Approval of Minutes from Previous Meeting:

A motion was made by Sharon and seconded by Kathy to approve 09/07/2022 AWML Trustee meeting minutes. Minutes were approved by a unanimous vote.

IV. Additions/Deletions to Agenda:

None

V. General Public Comments:

None

VI. Building Maintenance/Concerns:

Chris Masson will pull the stump of the tree he recently cut down.
Looking to obtain a second quote for taking care of the boring beetles in the carriage house.
New sign has been installed in front of the library.
See librarian's report for more information.

VII. Budget Review:

A motion was made by Kathy to approve the budget report, seconded by Sharon. Approved unanimously.

VIII. Policy/Bylaw Review:

None

IX. Library Activity:

See Librarian's report for information.

X. Ongoing/Future Goals:

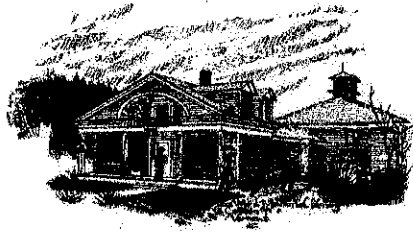
XI. Other Business:

The November 2022 will be focused on the 2023 AWML budget

XII. Adjournment:

A motion was made by Kathy and seconded by Nancy to adjourn the 10/05/2022 AWML Trustees meeting. Approved unanimously. Meeting adjourned at 16:40.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 4:00 pm on 11/02/2022 .



**Alice M. Ward Memorial Library Board of Trustees
November 8, 2022 Meeting Minutes**

I. Open Meeting:

Meeting was opened at 4:17 pm by Nancy Petro.

II. Attendees:

Nancy Petro, Shellie Bresnahan, Jana Carr, Sharon Belleville, Sharon Ellingwood-White

III. Approval of Minutes from Previous Meeting:

Shellie made a motion to approve the minutes of the October 2022 meeting. Seconded by Sharon. Approved unanimously.

IV. Additions/Deletions to Agenda:

None

V. General Public Comments:

None

VI. Building Maintenance/Concerns:

Mice are coming in through the carriage house into the storage closet. Traps are set.

Exterminator did not return calls regarding the boring beetles in the carriage house. Sharon will try connecting with a different exterminator.

See Librarian's Report for additional information.

VII. Budget Review:

Budget Review YTD completed. Motion by Sharon to approve and seconded by Nancy. Passed unanimously.

Reviewed remaining balances from grants and donations.

Discussed the 2023 budget. Trustees agree that the fuel budget needs to be increased for next year.

Reviewed all line items in an effort to find areas where budget may be decreased to absorb the probable extra fuel costs in order to not increase the annual budget if possible.

VIII. Policy/Bylaw Review:

Sharon is working on a policy regarding posting of materials on the library sign.

IX. Library Activity:

See Librarians Report for information.

X. Ongoing/Future Goals:

XI. Other Business:

Patron parking on Park Street- discussion held regarding the new parking ordinance put into place for Park Street. Concerns noted regarding loss of parking spaces for library patrons, and the decision to have cars park on the left side of the street causing the driver to get out into the grass – damaging the grass- eventually destroying it and creating mud puddles for them to step out into. Also, in the winter there will be snow, causing the cars to have to park out into the road more in order to be able to open the door and exit the car.

WiFi strength was tested- many patrons come even after hours to use the WiFi. There is a considerable decrease in strength (download and upload speed) when parked on the left side of the street as opposed to the right in front of the library.

Parking. The loss of parking on one side of the decreases the already small number of parking spots available. Parking at the Rec Park was suggested. Trustees don't feel this is a safe or viable option. Many patrons are older and the distance and uphill walk for those with mobility challenges presents increased fall risk. Play group brings parents with toddlers and babies- and all the stuff to carry while managing them. The path alongside the library down to the track at the park has not been graded or graveled in many years if ever. There are ruts from the rain and large rocks presenting trip hazards. That path will not be an option when snow falls, and the walk from the parking area to the street, then along the street to the library has no sidewalk area or safe place to be away from the flow of traffic. Trustees will attend the Selectboard meeting to discuss these and any other concerns.

XII. Adjournment:

Meeting adjourned at 6:10.

The next AWML trustee meeting will be held Wednesday December 7, 2022 at 4:00 pm



Alice M. Ward Memorial Library Board of Trustees
Minutes
December 7, 2022

I. Open Meeting:

The 12/07/22 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 4:11 pm.

II. Attendees:

Nancy Petro, Sharon Belleville, Kathy Smith, Gana Carr, Shellie Bresnahan, Sharon Ellingwood White, Ron King, and Izabel Malek

III. Approval of Minutes from Previous Meeting:

A motion was made by Kathy and seconded by Gana to approve the 11/08/22 AWML Trustee meeting minutes. The minutes were approved by a unanimous vote.

IV. Additions/Deletions to Agenda:

None

V. General Public Comments:

None

VI. Building Maintenance/Concerns:

Quotes are being obtained for a new furnace. Obtaining a quote for a pellet furnace was suggested in addition to gas and oil.

Windows drafty. Do storm windows need to be upgraded? Will need to inquire about what can be done and still maintain historical integrity. Sharon E-W to inquire with the Preservation Trust.

See the librarian's report for additional information regarding building matters.

VII. Budget Review:

Budget for 2022 to date reviewed. 2022 within full budget. Maintenance category is over by ~\$300. Fuel may go over.

2023 Budget discussed and greatly complete except for numbers needed from the town office for some specific items that are provided by the town clerk. Will be finalized at the next trustee meeting.

VIII. Policy/Bylaw Review:

Sharon is working on a policy for posting information on the sign by other entities.

IX. Library Activity:

See Librarian's report for information.

X. Ongoing/Future Goals:

XI. Other Business:

No other business. The purpose of the meeting was primarily 2023 budget work.

XII. Adjournment:

A motion was made by Sharon to adjourn the 12/07/2022 AWMML Trustees meeting. The meeting adjourned at 6:15 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 4:00 pm on 01/04/2023