



**Alice M. Ward Memorial Library Board of Trustees**  
**Minutes**  
**January 6, 2021**

**I. Open Meeting:**

The 01/06/2021 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 5:33 pm by Katie Sawicki.

**II. Attendees:**

Katie Sawicki, Nancy Petro, Sharon Belleville, Shellie Bresnahan, Gana Carr, Sharon Ellingwood and Ronald King

**III. Approval of Minutes from Previous Meeting:**

A motion was made by Shellie and seconded by Gana to approve the 12/02/20 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:**

All noted in monthly Librarian's Report

**VII. Budget Review:**

December 2020 budget reviewed. At year end 2020 the library ran well under the proposed annual budget. A motion was made by Shellie and seconded by Gana to approve the December budget report. Approved by unanimous vote.

The 2021 proposed budget was reviewed. Changes made include changing the name of the category "Books" to "Books and Subscriptions" and changing "Postage and fees" to just "Postage". There are a couple of expense categories that need to be verified with the town clerk. 2020 Final expenses were reviewed, and 2021 numbers adjusted as per trustee discussion. Pending verification of a couple of

numbers with the town clerk Sharon B. made a motion to accept the 2021 Proposed Library Budget as written. Seconded by Nancy and approved by unanimous vote.

**VIII. Policy/Bylaw Review:**

Snowshoe borrowing policy/release of liability reviewed. Motion made by Katie and seconded by Sharon B. to accept as written. Approved by unanimous vote.

**IX. Library Activity:**

See Librarian's report for additional information.

**X. Ongoing/Future Goals:**

Reopening by appointment per plan

**XI. Other Business:**

None

**XII. Adjournment:**

A motion was made by Katie and seconded by Sharon B. to adjourn the 01/06/2021 AWML Trustees meeting. Meeting adjourned at 6:56 pm.

**Next Meeting:** The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 5:30 pm on 02/03/2021.



**Alice M. Ward Memorial Library Board of Trustees**  
**Minutes**  
**February 3, 2021**

- I. Open Meeting:**  
The 02/03/2021 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 5:33 pm by Katie Sawicki.
- II. Attendees:**  
Katie Sawicki, Sharon Belleville, Shellie Bresnahan, Gana Carr, Sharon Ellingwood, Guests: Ronald King and Kate Larose.
- III. Approval of Minutes from Previous Meeting:**  
A motion was made by Shellie and seconded by Sharon B. to approve the 01/06/2021 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:**  
All noted in monthly Librarian's Report.
- VII. Budget Review:**  
2021 Proposed budget has been submitted to town for Town Report.
- VIII. Policy/Bylaw Review:**  
None
- IX. Library Activity:**  
See Librarian's report for additional information.  
Reserve list is busy.  
Inside visits by appointment only. 12 appointments since reopening.

**X. Ongoing/Future Goals:**

Sharon B. suggested a FB post highlighting snowshoe loans and thanking the Border Riders for dragging the track at the rec. park.

Discussion held on what to use grant from VT Community Foundation- must be related to computer/internet related upgrades.

Work on sorting/cleaning out old documents in filing cabinets. Trustee volunteers encouraged.

Discussion held regarding carriage house. Is it time to investigate grants for a feasibility study on upgrades to the carriage house?

Discussion held regarding how to assist Canaan with a "community hub"- resource person to give information/connections to local resources. The library is a community hub offering many services already, could we supplement the services already offered? This discussion stemmed from a topic being investigated by Canaan Naturally Connected.

Add a "did you know" on to Sharon's press releases.

**XI. Other Business:**

Katie Sawicki is not seeking re-election to the trustees this year.

**XII. Adjournment:**

A motion was made by Shellie and seconded by Katie to adjourn the 01/06/2021 AWML Trustees meeting. Meeting adjourned at 7:00 pm.

**Next Meeting:** The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 5:30 pm on 04/07/2021.



**Alice M. Ward Memorial Library Board of Trustees**  
**Minutes**  
**April 7, 2021**

**I. Open Meeting:**

The 4/7/21 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 4:37 pm by Sharon Ellingwood-White.

**II. Attendees:**

Kate Larose, 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 the 02/03/21 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:**

Sharon will reach out to Wheel Paint regarding punch list/touch up paint.

Waiting on quote for HVAC- Preservation Grant Trust money to be used.

Possible funds from ARPA- if received discussed use for sidewalk replacement. Front walk is in poor condition. Sharon to obtain information and quotes.

Shellie discussed interior paint and floor upgrades. Sharon will seek paint quotes- needs to be done prior to floors.

**VII. Budget Review:**

Internet budget at 57% - due to change to Netify installation. Funds will be used from a grant to cover that.

\$1500 grant for tech. Using part (\$400) to purchase better equipment for WiFi in the park.

Income sheet from town reflects the carry-over of grant and donation monies.

Gana made motion to accept the budget, Sharon B seconded. Approved unanimously.

#### **VIII. Policy/Bylaw Review:**

Reopening- Sharon attended a VT Libraries meeting- we are currently taking the steps necessary to move toward reopening. Look to CDC recommendations for guidance as the state reopens.

Sharon discussed reopening the evening/Saturday hours. Staff is set to work. Try a couple of hours and expand as appropriate.

#### **IX. Library Activity:**

The library continues providing resources to the community in diverse and creative ways (saving newspapers for a patron, assisting patrons with info about vaccine clinics, sharing information about other community resources and how to access them).

See Librarian's report for additional information.

#### **X. Ongoing/Future Goals:**

Planning book sale for Sugar on Snow.

#### **XI. Other Business:**

Kate Larose was welcomed as a Trustee.

Donations received from Lemington, Bangor Savings, and from a patron (for copying services).

The library will be the pick-up location for Green Up Day trash bags. Community members can pick up trash bags from the library porch to participate in Green Up Day roadside trash collection.

Book club attendance decreased with better weather. Sharon W. considering pausing for June/July/Aug.

Full year subscription for Zoom purchased. Less per month than paying monthly. Used for book club, meetings, continuing education, etc.

New computer needed at circulation desk. Computer is older, not well suited to run software/programs used for circulation/inventory/etc. Sharon W. researching computers that will fulfill needs.

Much assistance has been provided to community members in getting information about, and scheduling appointments for Covid vaccine. The library director was instrumental in getting mobile vaccines scheduled to visit local communities providing convenient access to community members.

Arbor day- Sharon W. reaching out to CTE program at school regarding donation of sugar maple seedlings as a possible project for students.

Trustees with nominate/approve officers at the May 2021 Trustee Meeting.

\*See the Librarian's Report for more information on activities and happenings.

## **XII. Adjournment:**

A motion was made by Shelle to adjourn the 04/07/21 Trustee meeting and seconded by Gana. Meeting adjourned at 5:56 pm.

**Next Meeting:** The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 5:30 pm on 05/05/21.



**Alice M. Ward Memorial Library Board of Trustees  
Minutes  
May 5, 2021**

**I. Open Meeting:**

The 05/05/2021 Alice M. Ward Memorial Library (AWML) Trustee's meeting was opened at 5:35 pm.

**II. Attendees:**

Nancy Petro, Sharon Belleville, Gana Carr, Kate Larose, Sharon Ellingwood and Ronald King

**III. Approval of Minutes from Previous Meeting:**

A motion was made by Nancy and seconded by Gana to approve the 04/07/21 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:**

Painters that submitted quote have withdrawn.

Paint colors discussed. Nancy made a motion that we approve the paint colors discussed as well as giving Sharon discretion to approve a paint quote up to \$4000. Motion was seconded by Sharon B. Passed unanimously.

Working on quotes for sidewalk/driveway.

HVAC quote received.

Door quote received from Sally Fishburn.

Sharon B made a motion to approve the HVAC and door quotes to be paid from the Preservation Trust Grant monies. Seconded by Nancy. Approved unanimously.



Wi-Fi in the park extended by installation of an external antennae on the back of the carriage house. This was a grant covered project.

See Librarian's report for additional information.

**VII. Budget Review:**

Received a donation of \$250 from a secured fund with VT Community Foundation. Sharon made a motion to accept the budget and Gana seconded. Approved unanimously.

**VIII. Policy/Bylaw Review:**

None

**IX. Library Activity:**

See Librarian's report for additional information.

**X. Ongoing/Future Goals:**

Programming- summer

**XI. Other Business:**

Officer nominations:

Kate nominated Sharon for Secretary and Nancy seconded. Approved unanimously.

Sharon nominated Nancy for Chair, Gana seconded. Approved unanimously.

Nancy nominated Kate for Vice-chair, seconded by Gana. Approved unanimously.

**XII. Adjournment:**

A motion was made by Gana and seconded by Sharon B. to adjourn the AWML Trustees meeting. Meeting adjourned at 7:16 pm.

**Next Meeting:** The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 5:30 pm on 06/02/2021.



**Alice M. Ward Memorial Library Board of Trustees**  
**Minutes**  
**June 2, 2021**

- I. Open Meeting:**  
The 06/02/2021 Alice M. Ward Memorial Library (AWML) Trustee's meeting was opened at 5:36 pm.
- II. Attendees:**  
Shellie Bresnahan, Nancy Petro, Sharon Belleville, Gana Carr, Kate Larose, Sharon Ellingwood and Ronald King
- III. Approval of Minutes from Previous Meeting:**  
A motion was made by Shellie and seconded by Gana to approve the 05/05/21 AWML Trustee meeting minutes. Minutes were approved by a unanimous vote with correction to Kate nominated for Vice Chair under item XI.
- IV. Additions/Deletions to Agenda:**  
None
- V. General Public Comments:**  
None
- VI. Building Maintenance/Concerns:**  
Ron is cleaning books. Dusting, cleaning book covers, etc.  
Investigate having borax sprayed in carriage house for boring insects (sawdust evidence of boring insects).  
See Librarian's report for further building details.
- VII. Budget Review:**  
Deposit came from the VT Preservation Trust for the balance of the grant. Will show in June.  
Budget report attached to librarian's report.  
A motion was made by Shellie and seconded by Gana to approve the May budget. Approved unanimously.

**VIII. Policy/Bylaw Review:**

Discussed collection policy- Sharon to review for language. Do we need to update/tighten up?

**IX. Library Activity:**

Library received a lot of press in May highlighting Arbor Day, Green Up Day, and a local child reading 1000 books.

Great news in the librarian's report regarding a grant and summer programming!!

See Librarian's report for additional information.

**X. Ongoing/Future Goals:**

Programming- summer

**XI. Other Business:**

CNC is exploring a grant that may be available for renovation of the carriage house. This is only preliminary review as there is more groundwork that would need to be done first regarding things such as adding heat/air.

102- crosswalk, traffic concerns. State grant available to provide blinking light- better crosswalk visibility. Selectboard may apply, if not the SAU is another eligible entity to apply. Kate has other resources for creating safer walkways, bike lanes, as well as a program that will provide a safety demonstration- would be good to have them come at a busy pedestrian time (Sugar on Snow/Moose Festival).

Our library will be highlighted in the VT Community Foundation's annual report regarding connectivity-remote libraries keeping communities connected.

Library opening. Discussed appointments, mask requirements. Awaiting Governor's next mandate/recommendation. Revisit at July Trustee meeting. Continue with current requirements/scheduled appointments.

**XII. Adjournment:**

A motion was made by Gana and seconded by Shellie to adjourn the AWML Trustees meeting. Meeting adjourned at 7:20 pm.

**Next Meeting:** The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 5:30 pm on 07/07/2021.



**Alice M. Ward Memorial Library Board of Trustees  
Minutes  
July 7, 2021**

- I. Open Meeting:**  
The 07/07/21 Alice M. Ward Memorial Library (AWML) Trustee meeting was opened at 5:30 pm by Nancy Petro.
- II. Attendees:**  
Kate Larose, Nancy Petro, Sharon Belleville, Gana Carr, Shellie Bresnahan, Sharon White, Ronald King and Les Klinefelter
- III. Approval of Minutes from Previous Meeting:**  
A motion was made by Kate and seconded by Gana to approve the 06/02/21 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:**  
Painting quotes for interior painting were reviewed. A discussion was held regarding the quote totals and specifics included. Sharon will call the selected painter and plan for the painting project.  
  
See Librarian's report for additional information.
- VII. Budget Review:**  
Budget was reviewed and is on target. Sharon made a motion to approve the budget, seconded by Gana. Approved unanimously.
- VIII. Policy/Bylaw Review:**  
A discussion was held regarding the whether masks should be required for unvaccinated persons as the building is small and social distancing is difficult. Policy will need to be written for final review and approval.

Consensus was that masks would need to be worn by unvaccinated staff and specifically contracted persons entering the building would be required to be masked. All staff, regardless of vaccination status, are strongly encouraged to mask when working together.

The interlibrary loan (ILL) policy was discussed- specifically as it relates to the library collection policy. Written policy will be brought to the trustees for review and approval.

**IX. Library Activity:**

See Librarian's report for additional information.

**X. Ongoing/Future Goals:**

No discussion held as the discussion with CNC was lengthy.

**XI. Other Business:**

Representing Canaan Naturally Connected, Les Kinefelter presented information to the trustees and librarian regarding the discussions they are having around a community center in Canaan. CNC has had discussions with REDI and NCiC regarding the need and how to proceed. A feasibility study will need to be done to determine several things including where to locate it. The primary purpose of his visit was to request that the trustees write a letter of support for CNC to move forward in seeking funding for a feasibility study to be performed (an example of a similar letter written previously by the town Selectboard was shared). Sharon, the library director, explained the many functions and services that the library is already providing to the community including internet and computer access, faxing, copying, information about resources, etc. She also shared that she has been talking to VCDP regarding grant possibilities for feasibility and improvements to library access and potential repairs- including replacing and improving the sidewalk, access to the library via the back, carriage house upgrades and cupola repair.

The trustees and staff discussed the request. It was decided that a letter would be drafted for CNC stating that Trustees of the Alice M. Ward Memorial Library support CNC moving forward to seek a grant for a feasibility study to include the library building.

Further discussion was tabled as there is nothing else to be decided prior to hearing results of a study.

A motion was made by Kate and seconded by Nancy to go into Executive Session. Executive session entered at 7:30 pm. Executive session ended at 7:50 pm.

**XII. Adjournment:**

A motion was made by Sharon B. to adjourn the 07/07/21 AWML Trustees meeting. Meeting adjourned at 8:05 pm.

**Next Meeting:** The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 5:30 pm on 8/4/2021.



***Alice M. Ward Memorial Library Board of Trustees  
Minutes  
August 9, 2021***

**I. Open Meeting:**

The 08/09/2021 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 5:35 pm by Nancy Petro

**II. Attendees:**

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

**III. Approval of Minutes from Previous Meeting:**

A motion was made by Shellie and seconded by Gana to approve the 07/07/2021 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:**

A discussion was held regarding the condition of the driveway. A motion was made by Nancy and seconded by Sharon B. to contract for repair and gravel/ledge pack- approved for cost up to \$3500. Vote was passed unanimously.

A discussion was held regarding the sign in the front of the library. Previous discussions have been held with CNC who had approved to assist with up to half of the cost of a new sign. The sign contains a bulletin board for public postings- regularly used by the town to post warnings and public information. A request will be made to the town for appropriation of funds from the ARPA money received by the town to offset the cost not covered by CNC. Sharon E. will obtain current pricing for the sign style chosen prior to making a request.

Parking- frequently cars are parked near the handicapped ramp preventing use of the spot by patrons who need the ramp and close parking for library access. A handicapped sign was discussed. Looking into the

possibility of having a portable sign (that can be easily moved as needed, such as for snow removal) donated. Reviewing cost of a new sign as well.

**VII. Budget Review:**

Budget was reviewed and is within expected parameters. Some costs associated with the installation of the new Wi-Fi system will be reallocated to the VCF Internet Fund. A motion was made by Shellie and seconded by Gana to approve the budget with the stated change. Approved by unanimous vote.

**VIII. Policy/Bylaw Review:**

Sharon E. is reviewing the mask policy and monitoring state reports- assuring the library is prepared for to put any necessary changes in place should any state mandates arise in response to changes in Covid-19 numbers. Also staying abreast of the VT Department of Libraries recommendations.

**IX. Library Activity:**

Library has been very busy with summer programs and activities.  
See Librarian's report for information.

**X. Ongoing/Future Goals:**

Sharon E. is working on a grant for the purpose of upgrading the computers used by staff for library operations.

**XI. Other Business:**

A trustee resignation was received effective 08/08/2021. A motion was made by Nancy to accept the resignation of Kate Larose. Seconded by Shellie. Approved by unanimous vote. Sharon E. will notify the Dept. of Libraries to update records/trustee rosters.

Suzanne Phinney, previously a library trustee, attended the meeting as a guest. With her consent Sharon B. made a motion to appoint Suzanne as an interim trustee to complete the term left vacant by the resignation of a trustee. The motion was seconded by Nancy. Approved by unanimous vote. Sharon B. will send a letter to the town office to be presented at the next Selectboard meeting for approval of her appointment.

**XII. Adjournment:**

A motion was made by Shellie to adjourn the 08/09/2021 AWML Trustees meeting. Meeting adjourned at 7:00 pm.

**Next Meeting:** The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 5:30 pm on September 1, 2021 .



***Alice M. Ward Memorial Library Board of Trustees  
Minutes  
September 1, 2021***

**I. Open Meeting:**

The 09/01/2021 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 5:33 pm by Nancy Petro.

**II. Attendees:**

Nancy Petro, Sharon Belleville, Shellie Bresnahan, Gana Carr, Suzanne Phinney, Sharon Ellingwood-White and Ronald King

**III. Approval of Minutes from Previous Meeting:**

A motion was made by Suzanne and seconded by Gana to approve the 8/9/21 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:**

Painting in progress. A different color had been discussed for the room with the desk/children's books. The same color will be used in both large rooms. The wallpaper in the foyer will be removed and a darker shade of paint used there. Discussed replacing the dark colored banner that hangs inside the doors leading up to the historical society with a lighter colored curtain or drape.

New screen door color is more "cream" than the rest of the outside trim. Sharon will notify Sally Fishburn that we would like the paint to match the rest of the building trim before final payment for the project is made.

New air filtration units received and running. Seem to be working well and have the added benefit of providing some "white noise".



Quote for driveway repair and regravelling was accepted. Also includes clean up and placement of washed stone in front of the porch.

Snow removal was discussed. Sharon will check with Karen Conroy to see what the SAU is doing for there building. Maybe we can share or use the same person for shoveling out the sidewalk and the berms created by the snowplow passing.

Other information noted in monthly Librarian's Report

**VII. Budget Review:**

August 2021 budget reviewed. Running within/under budget to date.

A motion was made by Sharon B. and seconded by Nancy to approve the August budget report. Approved by unanimous vote.

**VIII. Policy/Bylaw Review:**

Discussed mask policy. Currently following the school policy and will make changes as necessary, as mandated by the State or Department of Libraries.

**IX. Library Activity:**

Library card forms were provided to the school to send home with students.

See Librarian's report for additional information and activities.

**X. Ongoing/Future Goals:**

Have interior front door changed to open the on the other side to match the storm door.

Discussed new carpeting as the next phase of necessary building maintenance/upkeep. Sharon will inquire as to what type of carpeting is used in the hospital as we need a durable, high traffic commercial carpet.

**XI. Other Business:**

None

**XII. Adjournment:**

The 9/1/2021 AWML Trustees meeting was adjourned at 6:45 pm.

**Next Meeting:** The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 5:30 pm on 10/06/2021.



***Alice M. Ward Memorial Library Board of Trustees  
Minutes  
October 6, 2021***

**I. Open Meeting:**

The 10/06/2021 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 5:30 pm by Nancy Petro.

**II. Attendees:**

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

**III. Approval of Minutes from Previous Meeting:**

A motion was made by Sharon B and seconded by Suzanne to approve the 09/01/21 AWML Trustee meeting minutes. Minutes were approved by a unanimous vote.

**IV. Additions/Deletions to Agenda:**

None

**V. General Public Comments:**

Several compliments have been received from patrons regarding the new paint color and the cleanliness of the library.

**VI. Building Maintenance/Concerns:**

There is a small Norway Maple growing in the library yard- confirmed by our county forester- letter provided with librarian's report. Sharon will reach out to Chris Masson to inquire as to whether he would have the CTE program remove the tree as it will provide an educational opportunity regarding invasive species. If it is not something he feels appropriate, or that fits in with CTE programming, Sharon will contact someone for pricing on removal.

See Librarian's report for additional information

**VII. Budget Review:**

The budget was reviewed for the year to date focusing on September expenditures. Shellie noted corrections of typos needed, to remove minus signs on three items making numbers appear to be in the negative that in fact were not. Also noted- a line for the expense code 2214 needs to be added to the budget. Shellie made a motion to accept the budget with the noted corrections. Seconded by Suzanne. Approved by unanimous vote.

**VIII. Policy/Bylaw Review:**

None

**IX. Library Activity:**

Sharon is planning to purchase pumpkins that will be provided to patrons/community members to carve and return for lighting in the park on Halloween. See Librarian's report for additional information/activity.

**X. Ongoing/Future Goals:**

Continued care and improvements to the library building.

**XI. Other Business:**

A discussion was held regarding monthly trustee meeting time. In the interest of shorter days coming, safer travel and better scheduling for librarian attendance, a motion was made by Suzanne and seconded by Nancy that beginning with the November 2021 trustee meeting the time will be changed to 4:00 pm. After discussion the change was passed by unanimous vote.

**Executive Session:**

A motion was made per 1 V.S.A. § 313 to enter an executive session for the purpose of discussing staff performance evaluations. The motion was made by Sharon B and seconded by Suzanne. The trustees entered executive session at 6:30 pm. The executive session was ended at 6:50 pm. Discussion held in executive session did not require a vote by the trustees.

**XII. Adjournment:**

A motion was made by Shellie and seconded by Sharon B, to adjourn the 10/06/2021 AWML Trustees meeting. Meeting adjourned at 6:55 pm.

**Next Meeting:** The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 4:00 pm on 11/03/2021.



**Alice M. Ward Memorial Library Board of Trustees**  
**Minutes**  
**November 3, 2021**

- I. Open Meeting:**  
The 11/03/21 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 4:05 pm by Suzanne Phinney.
- II. Attendees:**  
Nancy Petro, Sharon Belleville, Gana Carr, Shellie Bresnahan, Suzanne Phinney, Sharon Ellingwood-White.  
Public: Ron King, Sally Masson
- III. Approval of Minutes from Previous Meeting:**  
A motion was made by Shellie and seconded by Gana to approve the 10/06/21 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:**  
See Librarians report for building and maintenance report.  
Discussed requirement for contractors providing W-9/IRS information and proof of insurance at time of bid-prior to hire so that it is on file with the town prior to work commencing.
- VII. Budget Review:**  
YTD and previous month budget/spending reviewed. Internet category over budget due to an internet upgrade/installation fee. The overage is going to be reallocated to be covered by funds from a grant received for internet improvement. All other categories and full budget on target. Motion made by Shellie and seconded by Gana to approve the budget with the reallocation of the internet funds. Passed by unanimous vote.

**VIII. Policy/Bylaw Review:**

No review this month. December review will be Book Challenge policy and form.

**IX. Library Activity:**

Library had multiple programs/activities over the last month. See Librarian's report for additional information.

**X. Ongoing/Future Goals:**

Ongoing building maintenance- review carpet/flooring quotes at next meeting.

**XI. Other Business:**

Discussed having someone to shovel the walkways this winter. Ongoing discussion.

**Executive Session:**

A motion was made per 1 V.S.A. § 313 to enter an executive session for the purpose of discussing staff salaries, especially regarding the upcoming minimum wage changes and the budget needs for 2022. The motion was made by Sharon B and seconded by Nancy. The trustees entered executive session at 5:15 pm. The executive session was ended at 5:29 pm. Discussion held in executive session did not require a vote by the trustees.

**XII. Adjournment:**

A motion was made by Shellie to adjourn the 11/03/21 and seconded by Gana. Trustees meeting. Meeting adjourned at 5:30 pm.

**Next Meeting:** The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 4:00 pm on 12/01/21.



***Alice M. Ward Memorial Library Board of Trustees  
Minutes  
December 1, 2021***

**I. Open Meeting:**

The 12/01/2021 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 4:03 pm by Nancy Petro.

**II. Attendees:**

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

**III. Approval of Minutes from Previous Meeting:**

A motion was made by Suzanne and seconded by Shellie approve the 10/06/21 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:**

See Librarian's report for information.

Notification was received that the library was approved for a grant from ARSL for up to \$5000 (actual amount not yet known). The grant will be applied to new carpet in the library.

**VII. Budget Review:**

The budget was reviewed for the year to date. Internet is over budget due to internet being upgraded- the overage is due to an installation fee for the new internet and one month of overlap in the transition from Consolidated to Netify- which provides much better internet to our patrons and extends the outdoor reach from the library.

Sharon B. made a motion to accept the budget. Seconded by Suzanne. Approved by unanimous vote.

**VIII. Policy/Bylaw Review:**

Collection Development and Maintenance Policy draft was reviewed. A motion was made by Nancy to accept the policy, seconded by Sharon B. The final printed document will be brought to the next trustee meeting for signatures.

**IX. Library Activity:**

See Librarian's report for information/activity.

**X. Ongoing/Future Goals:**

Continued care and improvements to the library building.

**XI. Other Business:**

A discussion was held regarding the PACIF Risk Management Report resulting from a VLCT insurance audit on 9/16/21. Three items were cited- all Low priority. Two items related to general maintenance needs- basement stair rail and a railing around the furnace pit were looked at by Eugene Reid. The school Building Trades program can take on those projects. The third item was regarding the Canaan Historical Society's occupation of the building, and if the "rental agreement" requires proof of adequate liability coverage. As the Historical Society does not rent there is confusion as to what must be done to answer this item. The item has been tabled until after information can be obtained from the insurance company as to what the library must do.

**XII. Adjournment:**

A motion was made by Shellie and seconded by Sharon B. to adjourn the 12/01/2021 AWML Trustees meeting. Meeting adjourned at 5:45 pm.

**Next Meeting:** The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 4:00 pm on 01/05/2022.