



***Alice M. Ward Memorial Library Board of Trustees  
Minutes  
October 2, 2019***

**I. Open Meeting:**

The 10/02/19 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 5:30 pm by Sharon.

**II. Attendees:**

Nancy Petro, Sharon Belleville, Gana Carr, Shellie Bresnahan, Sharon Ellingwood  
Ron King, James Reynolds

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

A motion was made by Shellie and seconded by Sharon B. to approve the 09/04/19 AWML  
Trustee meeting minutes. Minutes were approved by a unanimous vote.

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

None

**V. General Public Comments:**

Jim Reynolds, Canaan Schools Key Club Advisor, spoke to the Trustees regarding the 2019 Key Club Haunted House fundraiser. The Key Club would like to use the library for the haunted house. They will be responsible for all set up and clean up. There will be adults present to monitor and chaperone. A discussion was held regarding the cement at the bottom of the stairs and the lack of railing and lighting. They will have a pad at the bottom of the steps and take care of a railing and adequate lighting for safety on the stairway. Sharon B. made a motion to approve use of the library by the Key Club for their event and Nancy seconded. Approved by unanimous vote.

**VI. Building Maintenance/Concerns:**

Phone company sent a serviceman to look at the telephone wires on the front corner of the building to remove the ones that are not part of our phone service. The serviceman said all the wires are live and are ours. There are not multiple phones, should not be so many wires. It appeared that the man was not very interested, and the truck was from far away (probably out of state contractor). Trustees and librarian do not feel this was a satisfactory evaluation and Sharon E. is going to call the phone company to request a proper evaluation and removal of phone wires not part of our service.

A check for deposit on smoke alarms will be part of the current warrant. S&S Electric will order the equipment.

Painting is going well, nearing completion. Several of the shutters are in disrepair. Trustees discussed and at this time will not replace any shutters. The painter will do his best with them and place the best in visible spots and will do his best with the bad ones and hang them in the back, less visible areas for now. Will revisit when current projects are completed.

Sharon E. found a phone as she was cleaning and organizing and installed it in the office so that she can make and receive calls from there.

## **VII. Budget Review:**

Reviewed and reconciled town report to library records.

Discussion regarding ways to manage book budget. Some books may be purchased from places such as EBay and Amazon Marketplace at a much lower price than a distributor. Need to have credit/debit card to do this. Will research best way to achieve.

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

Reviewed charges for printing, copying and faxing. A nominal fee increase beginning 11/01/19 was discussed. Sharon B made a motion to approve the increase and Gana seconded. Approved by unanimous vote.

## **IX. Library Activity:**

See Librarian's report for additional information.

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

A discussion was held regarding "Go Ask Alice" book club. Sharon E. attended a Book Club Reboot session at a recent conference and has many intriguing ideas. As a first step (with input from book club attendees) the time will change from 5:00 pm to 4:00 pm on the first Thursday of the month. This will get participants home earlier in the winter months when it gets dark earlier and allow for the participation of the librarian as it is during regular library hours.

## **XI. Other Business:**

Trunk or treat and trick or treat were discussed. There is a trunk or treat event on Sunday, October 27<sup>th</sup> at the Rec Park from 1 – 3pm. Trick or Treat will be Thursday, October 31<sup>st</sup> from 4 -6pm. The library will host trick or treaters on Halloween as it will already be open and staffed until 5pm. Participation in Trunk or Treat will be declined as that is not a day the library is open and staff and trustees are not readily available at that time.

The library will participate in the annual scarecrow creation contest. Sharon E. hopes to include students from the school in the design and creation.

Awaiting a quote for bookmarks

Cookbooks: the cookbook collection of Theresa Noyes has been donated to the library

Library card applications will be available at the Canaan Schools craft fair and the Volunteer fair.

## **XII. Adjournment:**

The 10/02/19 AWML Trustees meeting adjourned at 7:15 pm.

**Next Meeting:** The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 5:30 pm on 11/06/19.