



Alice M. Ward Memorial Library Board of Trustees
Meeting Minutes
May 3, 2023

I. Open Meeting:

Meeting opened at 4:07 pm

II. Attendees:

Nancy Petro, Gana Carr, Shellie Bresnahan, Sharon Belleville, Sharon Ellingwood White

III. Approval of Minutes from Previous Meeting:

A motion was made by Shellie and seconded by Gana to approve the minutes of the April 2023 trustee meeting. Passed unanimously.

IV. Additions/Deletions to Agenda:

None

V. General Public Comments:

None

VI. Building Maintenance/Concerns:

Information regarding window dressers reviewed. Motion to proceed with ordering the window dressers was made by Nancy and seconded by Gana. Passed unanimously.

LED lights ordered and will be installed by S&S Electric when they are received.

Two contractors will be submitting estimates for front sidewalk replacement. One quote already received.

Sharon has been busy with meetings and discussions with several contacts regarding several grants and steps to be taken. She reviewed the information and shared that the REDI grant request has been submitted.

Estimate received for foyer painting.

See April Library Report for additional information.

VII. Budget Review:

Expenditures for April reviewed. April and YTD budget reviewed. A motion was made by Sharon and seconded by Gana to approve the budget. Approved unanimously.

Sharon shared information on a couple of small grants that are directed to specific types of materials for the library.

See April Library Report for additional information.

VIII. Policy/Bylaw Review:

Building Use Policy and Policy on Payroll Procedures need to be completed.

IX. Library Activity:

Library has been busy with patron visits, programs, space usage for patrons, etc.

Sharon has created a survey which has had several responses already. She is planning to keep collection responses through the month of May. The survey is available on paper from the library and online. Online links available on the library website and FaceBook page. Responses to the survey will be shared and discussed at future meetings as planning for library needs and services are considered.

See April Library Report for additional information.

X. Ongoing/Future Goals:

Continued efforts to find grants and funds to assure the library is maintained and improved to assure ongoing availability of service to the community.

XI. Other Business:

Sharon Ellingwood-White submitted a letter of resignation to the board. The board regretfully accepted her resignation and wishes her great success at her new position. Sharon gave a generous notice and has stated she would like to remain a member of the library staff in a per diem capacity.

An ad will be placed in local papers and shared on Front Porch Forum, AWML's website and FaceBook page, and through the VT Library listserv seeking candidates for the position.

XII. Adjournment:

Meeting adjourned at 6:15 pm

The next trustee meeting will be held on June 7, 2023 at 4:00 pm