



***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 Netafy- 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 AWMML 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.