



***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.