



Alice M. Ward Memorial Library Board of Trustees
Minutes
May 7, 2025

I. Open Meeting:

The 05/07/2025 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 4:00 pm by Nancy Petro.

II. Attendees:

Nancy Petro, Sharon Belleville, Gana Carr, Shellie Bresnahan, Cindy Smythe, Ron King. (Not present: Kathy Smith)

III. Approval of Minutes from Previous Meeting:

A motion was made by Shellie and seconded by Gana to approve 04/09/2025 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:

No maintenance concerns currently.

Discussed carpets- need for cleaning. The new carpet is being vacuumed and spot cleaned regularly by staff. Do not appear to need cleaning currently. Will keep an eye on them and have them professionally cleaned as needed.

VII. Budget Review:

Wix annual renewal is coming due. The cost is \$348 per year. If a two year renewal is paid there is a savings of 17% for a total of \$578. Nancy made a motion to renew for two years at the discounted rate. Seconded by Shellie. Approved unanimously.

Requisition for reimbursement has been submitted to the Preservation Trust of Vermont and 8 invoices to the VT Department of Libraries for costs incurred for the carriage house project.

Cindy identified expenditure that differs between our accounting and the town ledger. Likely allocation to the wrong account. Cindy is meeting with Zach to review and reallocate as indicated. Total expenditures are within expectations for the budget to date. Sharon made a motion to approve the financial report as submitted (including reallocation of items per the meeting between Cindy and Zach. Items involved are postage and programming). Motion was seconded by Nancy. Approved unanimously.

VIII. Policy/Bylaw Review:

None

IX. Library Activity:

The Tiny Art Show was wrapped up in April. There were 76 miniature paintings submitted (25 from general public, 28 from school students, 10 from the after-school program, and 13 from residents of the Coos County Nursing Hospital).

A fashion show entitled “ The Golden Age of Hollywood” was held at the American Legion, presented by Karen Anatonowicz from “Spirits of Fashion.” 46 people attended the event which was co-sponsored by the library and CNC.

A beginner’s felting class was held at the end of April, led by Kristen Langlais of Burke, VT. 13 attendees created small, felted birds.

A grant for \$350 was received from the VT Department of Libraries to be used for the summer reading program.

A CLIF Rural Library Grant was applied for. If awarded the library would receive a visit from a CLIF author/illustrator and \$2000 in new children’s books for AWML and \$500 in new children’s books for the Canaan Schools library. Additionally, we would receive book giveaways and take-home literacy kits for children aged 0-5. Notification is expected in June.

The April gathering of Go Ask Alice book club discussed Miss Benson’s Beetle by Rachel Joyce. The attendees enjoyed the book. For the May gathering the group is reading The Guernsey Literary and Potato Peel Pie Society by Shaffer and Barrows. Book club will meet at 4:30 pm on May 29th to discuss the book.

The library has welcomed 21 new patrons so far this year.

Book are continuing to be compiled for this summer’s planned book sales.

X. Ongoing/Future Goals:

Plans continue to progress on the carriage house renovations. Requests for invoice payments and reimbursements have been submitted to granters (see budget review).

XI. Other Business:

Dan from LazerWorks performed cleanup and maintenance on Cindy's computer. He was paid from petty cash at the time of his visit. That expenditure will be reallocated to the appropriate line item.

Historical society is cleaning things out of the carriage house. The 2nd floor has several large replicas of local homes/buildings that were built by boy scouts several years ago. Too large and heavy to carry down. They are inquiring as to whether the town loader might be enlisted to assist in the project.

Eugene Reid will be meeting with Cindy to look at some items in the carriage house to ascertain whether they are good to salvage for use in the carriage house renovations or if they will be disposed of. Items include old porch columns, shutters, and interior trims.

There have been visits by engineers for matters pertaining to the carriage house renovations. One regarding the structure itself and load bearing capacity. Another to look at electrical, plumbing and climate control needs. Information will go to the engineers who will compile the necessary data and reports that will then be submitted to Ryan, the architect, so that he may complete blueprints.

The library is receiving numerous requests for library cards from out of state (VT/NH) individuals. The reason for the card requests is to use our Libby electronic books account. Cindy has reviewed how Libby is paid (through Green Mountain Library Consortium), and the charges are based both on the number of borrowers and number of borrowed books per borrower. Trustees decided with input from Cindy that out of state cards will not be issued. Cards will still be issued to patrons who are part-time residents locally.

XII. Adjournment:

A motion was made by Gana and seconded by Sharon to adjourn the 05/07/25 meeting. 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 June 4, 2025.