



***Alice M. Ward Memorial Library Board of Trustees***  
***Meeting Minutes***  
***July 5, 2023***

**I. Open Meeting:**

Meeting opened at 4:07 pm

**II. Attendees:**

Nancy Petro, Gana Carr, Shellie Bresnahan, Sharon Belleville, Cindy Smythe, Ron King, Zachary Brown

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

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

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

None

**V. General Public Comments:**

None

**VI. Building Maintenance/Concerns:**

Discussed the foyer painting and the estimate from Norman Hiddeman. Norman did all the interior painting to this point. The foyer will require some repair work with the painting. Shellie made a motion to accept the estimate and Gana seconded. Passed unanimously. Sharon B. will reach out to Norman and let him know that the trustees have accepted his estimate and would like him to contact Cindy regarding details/timing.

Furnace/air. Discussed estimates. The Pellet furnace does not seem to be the best option for the library when considering space needs for a pellet hopper and other logistics. The option presented by Tardiff appears to be best for the library. At this time the furnace and air will not be pursued as grant research and application processes are in process and this is one of the primary items we are seeking to be covered by grant dollars. Cindy will call Tardiff to schedule regular cleaning and maintenance.

Sidewalk. Still awaiting quotes from a couple of businesses and requesting an additional proposal from another contractor to give obtain a variety of options so that the best solution for both durability and appearance can be made.

Contact Yeti Yard Man (contracted for town mowing) regarding cleaning the brush growth in the little enclosed area of yard.

A new phone will be purchased – the current one is old and is not always clear. Getting “wonky”.

Cindy is researching new computer tables/chairs for the public computers. Also looking at mechanisms to clean up/hide the numerous wires.

**VII. Budget Review:**

Full report not available. Town report reviewed. Within proposed budget limits.

Amazon Prime renewal on hold. Cindy will monitor costs of shipping, and also look at other sources for the things normally purchased there. Review ongoing.

Trustees signed approval for printer ink purchase from Quill.

Zach Brown will call Quill regarding a bill that was paid. This dispute has been in process for awhile and they have been provided with the cancelled check information. They have a single account from which they bill both the town and library and have applied payments incorrectly.

**VIII. Policy/Bylaw Review:**

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

**IX. Library Activity:**

July 24<sup>th</sup>, Jerry Schneider will present Explore the *Magical World of Bees!* The program will include making t-shirts.

**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.

Book sale will be held during the Sugar on Snow Social. Will be held inside as it was last year.

**XI. Other Business:**

Some Zachary Brown, Canaan Town Clerk shared that the 2<sup>nd</sup> phase of the MERP grant came out. The library was included as one of the three town buildings grant funds are being requested for.

The petty cash balance was discussed as well as record keeping- returning all receipts for petty cash expenses to the town clerk so records are accurate and documentation present.

A young boy was involved in minor vandalism around the library exterior including removing bricks from the flower bed border and breaking them on the black top and throwing them at the handicapped parking sign. Flowers were pulled out of the flower bed and placed inside the book drop along with a plastic bottle. The incidents were recorded by the security cameras and the young man was spoken to. Will be monitored.

**XII. Adjournment:**

Meeting adjourned at 6:17 pm

The next trustee meeting will be held on August 2, 2023 at 4:00 pm