Chesley Memorial Library Trustee Meeting

FINAL Minutes 08/13/2021

Present: Gale Tobbe (GT), Betty Smith (BAS), Donna Bunker (DB), Margaret Walker (MW), and Pat Vaillancourt (PV)

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| Topic | Discussion | Action |
| Meeting called to order at 9:00 AM |  |  |
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| Minutes  |  |  |
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| Treasurer’s Report |  | BAS will speak with the bank about what would be involved with completely separating the Grano money from our funds. In the not-too-distant future, staff may be speaking with patrons about something the library used to have but under the Default Budget (2018) cannot fund it.  |
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| Director’s Report |  | Reviewed and discussed. PV will send a thank you email to Ellie Atherton. She has written a book and donated a copy of it to the library.  |
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| Expenditure Report |  | Reviewed and discussed. |
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| Requisitions |  | Many to sign. |
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| Staffing |  | Discussion regarding closing the library two additional weeks. Motion made BAS/PV to close the library the week of July 4, 2022. Motion carried 3-0.  Motion made BAS/PV to close the library the week between Christmas 2021 and New Year’s 2022. Motion passed 3-0. -🡪The library will be closed the week of July 4, 2022, to July 10, 2022. 🡪The library will also be closed the week of December 27, 2021, to January 3, 2022.Motion made BAS/GT to close the library at 6:00 pm (one hour early) Mondays thru Thursdays. Motion carried 3-0. All of these changes are due to staffing constraints caused by the default budget.  |
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| Old Business |  |  |
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| ARPA |  | Discussed the ways the library can benefit from ARPA  |
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| Bryant |  | We are willing to help with the project to clean and organize the Bryant. Sandy Priolo recommended that we talk to Steve Bailey about what needs to be done. GT will purchase anti-mold cleaning solutions.  |
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| Default Budget |  | Motion made BAS/GT to increase employee salaries as per the Trustee Recommended Salaries document. This should be effective 08/22/2021. Motion carried 3-0.  |
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| Facilities Projects |  | Chris Brown will follow up with five vendors from whom he has received bids to paint and power wash.  |
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| Front Door |  | GT will follow up with Kit Lord as to when they will work on the front door. Oliver is working on the pilasters. He says we should ask the painter to do what we have asked him to do.  |
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| Susty’s |  | GT did a video of the water coming from Susty’s parking area. DB will follow up with Walter again.  |
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| Trustee Reimbursements  |  | We are testing a new process. |
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| New Business |  |  |
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| Alternates  |  | Irene has a neighbor who might be interested. We discussed one other potential candidate. |
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| Becky Rule |  | Becky would like to read as we do in Storytime. This is great and will help since Annette is leaving. Pat volunteered to read also and split the weeks with Becky. DB will follow up with Becky. |
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| COVID |  | Status discussed. Requiring masks if not fully vaccinated is still a good practice. Bob Young will support whatever we do. |
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| Grano Children’s Initiative |  | Suggested we purchase a large TV and stand. DB will pursue. |
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| 1000 Books |  | Limited response this summer.  |
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| Open House |  | Scheduled for 09/18 at 10:30 to be combined with 1000 Books recognition.  |
| Farewell Annette gathering  |  | 09/02 6:00 pm |
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| Summer Interns |  | The two interns we had were excellent workers! We would recommend them! |
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| Trust Funds |  | Reviewed and discussed the information gathered.  |
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| Other Business |  |  |
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| Policy |  | Policy not completed. Will review next time. |
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| Respectfully Submitted, |  |  |
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| Patricia R. VaillancourtRecording Secretary  |  |  |
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| Meeting adjourned 11:00 |  |  |
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| Future Meetings – 9:00  |  |  |
| 09/10 |  |  |
| 10/08  |  |  |
| 11/12 |  |  |
| 12/10 |  |  |
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| Respectfully submitted, |  |  |
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| Patricia R. VaillancourtRecording Secretary |  |  |