Chesley Memorial Library Trustee Meeting

FINAL Minutes May 14, 2021

Present: Gale Tobbe (GT), Betty Smith (BAS), Irene Kreider (IK), 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  |  | Motion to accept GT/BAS, Motion carried 3-0 |
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| Treasurer’s Report | Reviewed and discussed |  |
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| Director’s Report | Reviewed and discussed. DB noted that having a book cart outside for patrons to take a book and leave a donation is extremely popular. They have collected over $200 in donations so far. |  |
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| Expenditure Report | Reviewed and discussed |  |
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| Requisitions |  | Many need to be signed |
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| Old Business |  |  |
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| Facilities Projects |  | Bids are due for painting and power washing by 05/20. One has been received so far. |
| Front Door |  |  |
|  |  | GT has met with contractors and it appears all the repairs we expected were not done. The drain was installed by the front door, and we understood it would go all the way across the front of the building. It appears water is not leaking under the door (because there is a drain there) but it is seeking the first area where there is not a drain and leaking there. GT will pursue this with the contractor, with support from the Trustees. |
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| Phased Reopening |  | Stay as is for now |
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| New Business |  |  |
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| Personnel |  | Tami is leaving. DB anticipates library will be very busy so she will post the job. |
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| Internships |  | These are summer interns. DB has interviewed 2 people. The decision is up to DB.  |
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| Trustee Reimbursements |  | DB and MW will go to Town Hall to talk to Cheryl about this. |
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| Deliberative Sessions |  | Town session is 05/14 |
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| BryantRevised 06/01/2021 |  | Viena Dow informed Margaret that the Bryant interior is overcrowded and in need of attention. Further, the exterior is stained, dirty, and the basement window in need of cleaning and painting. Margaret and Viena cleaned and painted the basement windows on the front and sides. The rear windows need further work. Margaret suggested we contact the Historical Society to view the interior. Donna will contact Sandra P to schedule a meeting to include viewing the interior of the building. |
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| Bookshelves / Book Carts |  | Our ‘old’ shelves are going to the Deerfield library. They will pick them up on 05/24. |
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| Cash Receipts Policy / Rules |  | We have seen a draft, now we just need to sign it. |
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| CIP |  | The paperwork for the CIP projects comes out next week. DB will coordinate this process. |
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| Friends |  | The Friends are looking for new members, including a new Treasurer since theirs is moving to Virginia. We brainstormed names of people we could call. The Friends are coordinating a book sale. |
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| Trees |  | All trees which are by the picnic table behind the library need to be cut. DB will follow up on them.  |
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| Water Damage |  | DB is coordinating with Chris to fix it. |
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| Conferences |  | Discussed topics covered. |
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| Staff Meeting |  | DB will close1 hour early to hold the meeting |
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| Other Business |  | Alternates IK and MW will stay on the CML Board. We need another alternate. We brainstormed possible candidates we could call. |
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| Meet again:Monthly Meeting 06/11/2021Work Session to Review Policies 05/19Town Deliberative Session 05/14Town Votes 06/08 |  |  |
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| Meeting adjourned 09:55 |  |  |
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| Respectfully Submitted,  |  |  |
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| Patricia R. VaillancourtRecording Secretary |  |  |
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