

# STEWART B. LANG MEMORIAL LIBRARY

## BOARD OF TRUSTEES MEETING MINUTES

November 1, 2021

**In Attendance:** Gayle James, Jim Dillon, Jerry Hunter, Kitty Hayes, Anne Baldwin, Cathy Wood Maryanne Adams, Mary Begley,

**Absent:** Nancy Peckham (excused) Birgit Latray (unexcused)

**Community members:** 0

The meeting was called to order and the agenda adopted. All necessary documents were previously emailed to members.

**Secretary's Report:** The October minutes were reviewed.

Motion to approve: Mary Begley Second: Anne Baldwin Motion approved.

**Director's Report:** The October Director's report was reviewed.

**Treasurer's Report:** The Treasurer's monthly report was presented and reviewed.

Motion to approve report and pay the bills: Motion: Jim Dillon Second: Anne Baldwin  
Motion approved.

### **Committee Reports:**

**Finance:** See Treasure's report.

**Planning:** Motion to accept Long Range Plan of Service for 2022: Kitty Hayes

Second: Maryanne Adams. Motion approved.

**Personnel:** Kyle Menard has been recommended to fill an hourly position with a focus on children's programs.

Motion to hire Kyle at the current hourly rate: Jim Dillon Second: Mary Begley

Motion approved.

**Facilities:** Parking lot repair is still under discussion concerning extent of repair, pricing, and other possible options.

### **New Business:**

- Reviewed and approved revised By-Laws (article 2 sec 2)  
Motion to approve revision 11/1/2021: Jim Dillon Second: Anne Baldwin

- Wage & salary recommendations for 2022: Discussion included current budget and finances, new standards for minimum wage increases effective January 1, 2022 and length of employment at Library were considered when making payroll changes.

Motion was made to increase Director's salary and staff's hourly wages starting January 1, 2022 as follows:

Gayle: \$35,900 salary

Michelle: \$16.00 per hour

Allison: \$15.75 per hour

Kyle: \$15.50 per hour

Motion to increase wages: Mary Begley Second: Jerry Hunter Motion approved.

- Review and approval of Fiscal Year 2022 Budget: Discussed budget with some changes - will wait until December meeting to approve.
- Reviewed current roster of officers and trustee terms. Kitty Hayes and Nancy Peckham will be leaving Board in December.
- Collection Development Policy was reviewed. A motion to approve revised policy: Kitty Hayes Second: Anne Baldwin Motion approved.

Motion to adjourn: Mary Begley Second: Maryanne Adams Motion approved.

Next meeting: December 6, 2021

Cathy Wood

Secretary

