

STEWART B. LANG MEMORIAL LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

October 3, 2022

In Attendance: Gayle James, Jim Dillon, Jerry Hunter, Mary Begley, Emily Gorham, Anne Baldwin, Monica Krupa, Cathy Wood

Absent: Maryanne Adams, Birgit Latray

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

Secretary's Report: The September minutes were reviewed.

Motion to approve: Monica Krupa Second: Emily Gorham Approved.

Director's Report: The Director's Report for September was reviewed.

Treasurer's Report:

Motion to approve Treasurer's report and pay the bills for September: Motion: Anne Baldwin Second: Emily Gorham Motion approved.

Committee Reports:

Finance: Cathy & Emily: will continue to review Treasurer's reports.

Planning: Mary & Birgit

Personnel: Maryanne & Anne:

Facilities: Thomas Short has agreed to rebuild rear ramp and other repair jobs inside the library including: furnish & install utility sink, faucet & backsplash, remove old A/C unit & wall repair, install baby changing table, furnish & install shutoff valves on toilets & sinks (as needed), repair or replace ceiling fixtures as needed, add a motion- activated security light over back entrance, add an electric outlet in basement, monitor paint bubbling on west basement wall.

Old Business:

- Social Media Policy updated and approved. Motion: Jerry Hunter Second: Anne Baldwin. Approved
- Board member search – open item.
- Subject of Library promotional initiatives is on hold until Spring

- Revision and approval of By-Laws to reduce number of board members from nine to seven as of January 1, 2023. Motion: Monica Krupa Second: Anne Baldwin Approved

New Business:

- Accounting support for 2023 – open item
- By-Laws to incorporate trustee training – (Gayle) deferred
- Director & staff performance evaluations (personnel & Gayle) deferred
- Budget planning for next year will include a 3% wage increase for salary and hourly staff employees as of January 1, 2023. The new schedule will be: Kyle Menard - \$15.50 / hr. increased to \$16.00, Michelle Sherman \$16.00 / hr. increased to \$16.50. Motion to approve increase: Jerry Hunter Second: Anne Baldwin Approved
- Director Gayle James will receive a 3% increase bringing her salary to \$37,000. Motion to approve increase: Monica Krupa Second: Anne Baldwin Approved
- 2023 Budget developed for November will include capital projects.
- Reviewed and approved Building Use Policy. Motion: Emily Gorham Second: Jim Dillon
- West side garden renovation - open

Motion to adjourn: Monica Krupa Second: Mary Begley Approved.

Next meeting: November 7, 2022

Cathy Wood

Secretary