

STEWART B. LANG MEMORIAL LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

November 7, 2022

In Attendance: Gayle James, Jim Dillon, Jerry Hunter, Mary Begley, Maryanne Adams, Anne Baldwin, Birgit Latray, Cathy Wood

Absent: Monica Krupa, Emily Gorham

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: Jim Dillon Second: Maryanne Adams Approved.

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

Treasurer's Report:

Motion to approve Treasurer's report and pay the bills for October: Motion: Anne Baldwin Second: Birgit Latray Motion approved.

Committee Reports:

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

Planning: Mary & Birgit

Personnel: Maryanne & Anne: are working on evaluations.

Facilities: Thomas Short has quoted a bid of \$6500 to repair back ramp including labor and materials. A second quote was obtained but person declined the job. It has been difficult to locate other workers and as a result the board has agreed to accept the above price for required repairs. **Motion to approve:** Jim Dillon Second: Anne Baldwin Approved

A second motion was made stating the board's approval of Mr. Short's bid is **contingent** upon work being completed by year's end (December 2022).

Payment will be made upon completion of work. Motion to approve: Jim Dillon Second: Anne Baldwin Approved

Old Business:

- Outside bookkeeping service – open item. A name was suggested with more information to follow.

- Revise By-Laws to address trustee training – open item.
- Board member search – open item.

New Business:

- Officer nominations for 2023: Jerry will continue as VP; Anne has agreed to be secretary.
- Reviewed Annual Budget for 2023. Motion to approve: Jim Dillon Second: Jerry Hunter Approved
- Boiler replacement: One bid for replacement has been obtained from Tri County Heating & Air with plans to seek bids from Nodine's in Red Creek and E & V Energy.
- Review of new Trustee Responsibilities Policy – Motion to approve Maryanne Adams Second: Anne Baldwin Approved
- Reviewed Book Donation Policy

Motion to adjourn: Mary Begley Second: Jerry Hunter Approved.

Next meeting: December 5, 2022

Cathy Wood

Secretary