

Black Watch Memorial Library
Board of Trustees
Aug. 24, 2023

Meeting was called to order at 10:20 am.

Members Present: Susan Gravelle, Steve Boyce, Cheryl O'Connor, Virginia LaPointe,
Linda Cunningham

Others Present: Heather Johns, Library Manager; Joyce Cooper, Town Representative;
Ann Westervelt, Friends of the Library

Review of Minutes: Cheryl O'Connor moved that the minutes be accepted;
Virginia LaPointe seconded; All were in favor.

A motion was made for the Board to accept the potential new candidates for the Library Board.
Motion made by Cheryl O'Connor, Seconded by Susan Gravelle; All were in favor

A Patron who was using visiting the Library commented on the beauty of the Library and the wonderful historic nature of the building.

Report of the Director:

- Steve, Heather and Linda will meet with Mark concerning the Library Budget. Heather has asked for more money for books this year, and has questions about the money for copier maintenance. A motion was made for the Library Board to lease a 11X17 copier using money from the special projects fund. The motion was made by Cheryl and seconded by Susan; all were in favor. The money in the budget for leasing should be applied to books.
- Heather presented the Library Statistics. So far this year, the library has had 8,482 visitors and usage of materials has increased. There are more patrons and increased circulation
- A check list for cleaning the library has been developed. This covers the basic cleaning that need to be done on a regular basis; this list will be presented to the Buildings and Grounds Committee at their next meeting. There is also a need for a deeper clean - the carpets and windows need to be done. This will be pursued with the Town.
- The Library is planning a Halloween program for Monday Oct. 30, and will participate in the Town wide trick-or-treating on Tuesday the 31st. A motion was made by Cheryl for the Library to open on Monday for two hours for the special program, and then to close at 5:00 on Tuesday. The motion was seconded by Virginia; all were in favor.
- The Microsoft license has expired on two of the staff computers. Heather will contact Becky about renewal.
- Heather has information about new staff chairs for the circulation desk. A motion was made recommending buying three good quality chairs. Motion made by Virginia and seconded by Susan; all in favor.
- There is a new requirement for Library Board members to have two hours of training annually. Heather has information from CEFLS about training sessions available in person or by zoom. One provides sexual harassment prevention training and one deals with the Fiduciary responsibilities of Board members.

Report of the President:

- Steve has received word that the DRI grant submitted by The Town has made the first cut. There may be more information required.
- Demolition of the shed at 6 Carnegie Place is still on hold. There is the question of who will supply the dumpsters; and whether the Town or Library is responsible for payment. Joyce will see Dave Woods about this issue.

Report of the Town:

- There is a parking problem behind the library - especially at times when there is an event at the K of C. We will need to address this issue as we develop the area. There will need to be communication with Madden's pub.

Report of the Friends:

- The Friends would like to have a fundraiser and sell chances for an item to be determined later. Chances would be \$1 each.
- The Friends will supply candy for the Halloween trick-or-treating.

Meeting adjourned at 10:45

Next meeting Sept. 28th at 11:30