

**Black Watch Memorial Library  
Board of Trustees  
Sept. 28, 2023**

**AGENDA**

**A. Call to Order/Roll Call:**

- The meeting was called to order at 11:15 am.
- Members Present: Steve Boyce, Cheryl O'Connor, Virginia LaPointe, Jill Cunningham  
Linda Cunningham
- Others Present: Heather Johns, Library Manager; Joyce Cooper, Town Representative;
- Cheryl made a motion to adopt the new agenda for meetings: Virginia seconded; All were in favor.
- The Board welcomes Jill Cunningham as a new member.

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

**C. Public Comment Period:** no comments

**D. Treasurer's Report :** See the attached report on the Special Projects Fund held at the Credit Union

**E. Report of Director:**

- The new staff chairs have arrived and have been paid for from the Special Projects Fund.
- Building and Maintenance issues:
  - The fireplace needed to be checked — bird droppings and other material are collecting on the floor of the fireplace
  - The windows really need to be washed
  - There is an issue with cleaning products. The staff is not allowed to use the cleaning products left by the cleaner. Do we need to be issued our own products?
  - A Maintenance Request form has been developed. It will be helpful to put our requests in writing and submit them to Tonya.
- Heather presented the Library statistics. As of the end of September, the Library has had almost 10,000 visits and the circulation statistics have exceeded last year at this time. There is also a tally of the daily bathroom use. Based on these numbers, the Department of Health would recommend daily cleaning of the bathroom.
- Heather has sent in the documents required for the copier lease. If approved, the lease will be \$141.11/month. The Friends of the Library will help with payment.
- Insurance options are being investigated. This will cover the copier and other items that belong to the Library. An inventory of materials will be made.
- We need to transfer the money received from the State Aid for Libraries to a line item in the budget. There are monies from several years and we do not want to transfer it all this year. Heather will talk to Amy and Rebecca to determine if it can go into the Capital Funds account and be accessed as needed or whether we need a Special Projects line item.

**F. Board Reports:**

**1. Committee Reports:** Steve reported that the DRI application has made it through the second round of cuts . He has submitted additional information including a proposed site map to the DRI committee. The Library Board greatly appreciates all the time and effort Steve has put into this project.

- A committee will be formed to look at updating Library Policies .
- Another committee will look at identifying materials that belong to the Library and need to be covered under our insurance.

**2. Old Business:** none

**3. New Business:** none

**G. Report of the Town:** Joyce reported that the clean up of the area at 6 Carnegie Place is progressing well. She is using her budget from Parks and Recreation to pay for the dumpsters.

**H. Report of the Friends:**

- Ann has dropped off candy for Halloween.
- The Friends will remove the old copier and will donate the money from the lease to buy books

**I. Public Comment Period:** none

**J. Next Meeting Date:** October 26, 2023 at 11:15

**K. Adjournment:** Meeting adjourned at 12:44