**Library Board Meeting Minutes**

**9/13/2022**

**Call to Order**:  President Ann Rogers Lane called the meeting to order at 7:07

**Roll Call:** Ann Rogers Lane, Sally Healy Frank, Rebecca Keough, Mary Jane Stoltz, Acting Library Manager: Kim Stressing

Absent: Michael Osier, Lisa Moore, Nikki Lund

**Public Comment Time Allotment:**None

**Executive Session:** The Board went into Executive Session at 7:10 and exited at 7:30.

**Secretary’s Report:**  Reading of the August Meeting Minutes was dispensed with as they had been emailed to all Trustees. Rebecca made a motion, seconded by Sally to accept the minutes. Approved unanimously.

**Manager’s Monthly Report & Statistics:**

Kim (Acting Manager) presented the August Statistics. She noted the increase in visits to the library over the previous month. July had 217 visits; August increased to 329 visits. An increase in Circulation was also noted. Motion to accept the report was made by Sally and seconded by Mary Jane. The vote to accept it was unanimous.

**Committee Reports**

**Finance Committee: Mary Jane Stoltz**

Mary Jane had sent out the financial reports via email so the Board had had the opportunity to review them prior to the meeting. Motion to accept the report was made by Sally and seconded by Rebecca. The vote was unanimous.

2023 proposed budget was submitted to the Town.

**5-Year Plan Committee: Lisa Moore**

Lisa was absent from the meeting; however, she emailed an update advising that there had been some delays.

**Grant Committee: Rebecca Keough:** No Report

**Sustainability of library funds**

8/16 SWOT Meeting held discussing the options outlined by Ron. Rebecca sent notes of the meeting to the Board on 9/04/2022.

Contacted Ron and he has no updates regarding various alternatives.

Causewave is still in the wings.

**Operations Committee: Ann Rogers Lane**

A letter was sent to the Board from Jean Bidwell expressing her concerns about the maintenance of the library grounds and landscaping. The Board discussed the need for volunteers and decided to hold a Fall Clean Up Day for the library on 10/15/2022. Ann and Kim will meet on 9/19 to discuss advertising for volunteers. Information to be sent to Jessica by 9/20. Mary Jane to call Tree Brothers (Eric Kotlik) to see if they could donate time to the project or, give us a “family and friends” quote for removing dead/damaged trees.

Personnel Handbook Developed by HR Works moved to the October Board meeting for review and approval.

**Personnel:**

Mary Jane made a motion to hire Piety for the Library Manager position which was seconded by Rebecca. The vote was unanimous. Ann will send a letter to Piety formally offering her the position to start 9/19/2022.

Week of 9/19, Kim to work with Piety starting her on Desk procedures and familiarizing her with our social media platforms.

Week of 9/16, Rebecca and Ann to work on a plan for onboarding Piety as of 9/26

Ann to contact Ron at PLS to see if he has a recommendation for a mentor for Piety and also to get information on the new Directors Group.

**Policy Committee: Mary Jane Stolz/Michael Osier**

IP-10 Infectious Public Health Emergency Policy and Procedures (both in the same

document) replaces IP-10, IP-11, IP-12, IP-13, IP-14, and IP-15 which were COVID-specific. Ann made a motion to accept the changes which was seconded by Sally. The vote to accept was unanimous.

Mary Jane will amend the Library Collection Procedure to read “Bristol Library Material Challenge Form.” It will be voted on at the October Board meeting.

**Board Communications Committee: Sally Healy Frank:**

No Report

**Fundraising -Chair TBD**

Mary Jane will sign the library up for ROC the Day which is 11/29/2022. This year we will make sure to advertise in the newsletter, on Facebook, etc.

Ann will prepare a rough draft of this year’s solicitation letter which will be in the tri-fold format again. Draft is due 9/23. Our target mailing date is 10/10/2022.

**Old Business:**None

**New Business:**None

Mary Jane made a motion to adjourn at 9:10 which was seconded by Sally. Approved unanimously.