



Board of Trustees Meeting Minutes, 11/30 2023

Attendees: Attendees: Trustees Jack O'Reilly, Paul Pelletier, Meghann Wayss, Alexandra Jacuch, Alternate John Stone, Director Lara Berry

Called to order at 5:37pm

Meghann motion to approve last meetings minutes, Paul 2nded, all in favor

Reviewed Treasure's report:

- Didn't receive a \$1000 donation that has normally been received and used for collections and development
- the line items from Collection Development and from Programs have Both been overspent and the numbers have been offset
- the Library will repay the monies that had been borrowed from the Trust Fund this year
- the budget look okay, but tight , there are still some funds between Town and Library working estimates for payroll for December and January payroll
- if any line is overspent, it will need to documented what line item the offset is coming from

Reviewed Director's report:

- Unexpected cost of \$600 to Cintas for repairs to fire/emergency lighting/batteries

Reviewed Volunteer Policy: Megan motioned to approve, John 2nded, all in favor

Reviewed Museum Policy: Meghann motioned to approve, Paul 2nded, all in favor

OPEN ACTION ITEM: Policy updates for webpage and official Policy on the Trustee computer. It is unknown if the policies have been updated by Ted yet. Lara does need to receive the updated policies as they are done so that she can update the webpage. She has not received the updated policies yet, and is hoping to asap.

Personnel File Policy was reviewed: Section 8 discussed and revised. Jack will type up this section and share with Ted. Ted will need to update the Trustee computer policy file and provide Lara with the updated revision so that Lara can post it to the website.

- Meghann asked for a roll call vote

- Jack motioned to approve 1st paragraph of section 8 as amended, Paul 2nded, Meghann- no, John-yes, Alexandra-yes, Jack- yes, Paul- yes; vote passed 4-1

- discussed and revised remainder of section 8, Jack motioned to approve revision, Paul 2nded, all in favor

New Business:

- Jack motioned to encumber \$575 for the Town Audit, Paul 2nded, all in favor

- December 13 Budget Committee meeting at 6pm

- Winter Warm Up is December 14th at 6pm

- discussed and wrote a covid policy: Jack motioned that "an employee who has tested positive for Covid is required to follow the CDC guidelines", Paul 2nded, all in favor; Paul motioned that "an employee will be paid for any work scheduled for the first 5 calendar days of the Covid isolation", Jack 2nded, all in favor; employees will be asked to work from home if they are feeling well enough to

- minutes need to be available, but they do not need to be posted

Old Business: Alexandra motioned to approve bench wording, Jack 2nded, all in favor; Alexandra will email Jack to wording and he will forward to the bench company

Year End bonuses: Lara declines to receive a bonus this year, although she much appreciates that she's received bonuses in past years and that this year the health pay-out helped her financially and for that reason she is declining this year's bonus, Jack motioned to provided year end bonuses to employees except for Lara, (someone) 2nded, all in favor

Next meeting Tuesday December 12 at 5:30pm

Alexandra motioned to adjourn 8:37pm, Paul made the motion, Jack 2nded, all in favor

Respectfully submitted
Jack O'Reilly