

**FORBUSH MEMORIAL LIBRARY  
BOARD OF TRUSTEES MINUTES  
Meeting of June 13, 2023**

**Attendance:** Trustees Margherita Altobelli, Kim Caisse, Tiffany Davis, Martha Rainville, Kim Samson, and Nick Langhart, Director.

**Call to Order:** Kim Samson, BOT Chair, called the meeting to order at 6:34pm.

**Minutes:**

**MOTION** to accept the Minutes from the May 9, 2023 meeting as amended. **MOVED** by Martha Rainville and **SECONDED** by Tiffany Davis **VOTE TAKEN**. 3+, 0-, 1-abs. **MOTION PASSES**.

**Correspondence:**

- Boy Scouts Troop 33 asked if they could leave a container for used sneakers as they had last year. It had been a huge success. It will be in the downstairs entry from July – September.

**Director's Report:**

- Linda Bredberg has accepted the part-time staff position. She was approved at the last Selectman's meeting and should be starting the week of the 20<sup>th</sup>.
- The staff have completed their Collins town-wide job questionnaires.
- Staff evaluations are complete.
- The painting night had a very good turnout and everyone enjoyed it.

**Committee Reports:**

**Curatorial Committee:**

- The Centennial Quilt has been hung in the Eloranta room and is receiving positive comments. Martha asked why we weren't using the case originally designed to hold it. Christine Haney had not felt it was sufficient at the time. It is currently on loan to the Congregational Church. Martha also mentioned that one of the names on the plaque was incorrect. We will have it corrected.
- Nick is waiting to hear from Kevin Levine on a date to re-install the Warner sculpture and rehang portraits.
- The Skinner image files have been unlocked and sent to Tiffany and Kim S. Goal will be to add to the website, but that's a long way off.

**Building and Grounds:**

- Northstar responded to the letter. Currently waiting for enough hot weather to see how the system performs. Northstar and Johnson Control say the system started correctly and readings are in range so there shouldn't be problems.
- MBLC sensors have been installed; one on each floor. Nick gets daily stats report for monitoring the system.
- Mulch has been delivered and spread.
- Joe Serio asked permission to put two dogs. He is going to take up the additional posts, but no time frame was mentioned.

**Technology Committee:**

- Website redesign: the menu structure has been approved and the design is moving forward.
  - The site calls for banner photos and the ones we have are not of high enough quality.
  - Kim, Catt, and Nick are creating most of the content
  - Looking at a September launch

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- Mark Girouard offered to take whatever pictures we need for events and physical space for \$1,000.

**MOTION** to use \$1,000 out of state aid for contracting Mark D Girouard Photography for photos of the library. **MOVED** by Tiffany Davis and **SECONDED** by Martha Rainville **VOTE TAKEN**. 4+, 0-, 0-abs. **MOTION PASSES.**

- No update on network upgrade.

#### **Outreach/Friends**

- The annual booksale is June 17, and we're looking for volunteers, but should be in good shape.

#### **Old Business:**

- Covid precautions update. No change until we get HVAC report.

#### **New Business**

- Review of policies: After discussion on the policies, it was decided that subcommittee should be formed to review them and the revised policies would be returned to the Board for approval.

- Reorganization of the board:

- Chair: Kim Samson
- Vice Chair: Kim Caisse
- Recording Secretary: Margherita Altobelli
- Correspondence Secretary: Tiffany Davis

- Committee Assignments

- Curatorial: Martha Rainville, Margherita Altobelli
- Building and Grounds: Margherita Altobelli, Kim Caisse
- Technology: Tiffany Davis, Kim Caisse
- Ad Hoc Revitalize Friends: Tiffany Davis, Kim Caisse, Margherita Altobelli

**MOTION** to accept the slate of officers for 2023-2024. **MOVED** by Tiffany Davis and **SECONDED** by Martha Rainville **VOTE TAKEN**. 4+, 0-, 0-abs. **MOTION PASSES.**

- Motion to use state aid funds to meet part-time staff cost overrun

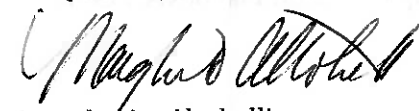
**MOTION** Due to the increased staff hours granted to Elise Gilbreath for additional duties related to the website responsibilities and the additional Saturday open hour, I move to use the library state aid account to cover the cost overrun in the FY2023 library personnel account for the amount not to exceed \$1,800. **MOVED** by Tiffany Davis and **SECONDED** by Martha Rainville **VOTE TAKEN**. 4+, 0-, 0-abs. **MOTION PASSES.**

**MOTION** Due to the operational shortfall created by the unexpected cost of artifact appraisals, I move to use \$1,000 out of state aid fund to enable the purchase of new books and related circulating material between now and June 30, 2023. **MOVED** by Martha Rainville and **SECONDED** by Kim Caisse **VOTE TAKEN**. 4+, 0-, 0-abs. **MOTION PASSES.**

**Adjournment:** Seeing no further business, a motion to adjourn was offered by Tiffany Davis and seconded by Martha Rainville. Meeting adjourned at 8:51.

**Next Meeting:** Tuesday, July 11, 2023, at 6:30pm.

Respectfully submitted:



Margherita Altobelli  
Recording Secretary

**Documents:** Agenda, Minutes of the May 9, 2023 Trustees meeting, Director's Report, Children's Room May Report and Statistical Summary, Statistical Summary for May 2023.