

**FORBUSH MEMORIAL LIBRARY
BOARD OF TRUSTEES MINUTES
Meeting of July 11, 2023**

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

Call to Order: Kim Samson, BOT Chair, called the meeting to order at 6:33pm.

Minutes:

MOTION to accept the Minutes from the June 13, 2023 meeting as written. **MOVED** by Martha Rainville and **SECONDED** by Kim Caisse **VOTE TAKEN**. 4+, 0-, 1-abs. **MOTION PASSES**.

Correspondence:

- None

Director's Report:

- Linda Bredberg began on June 22 as our newest library assistant.
- The Town Accountant agreed to continue the chiller encumbrance into next year in case of additional expenses.
- ARIS report preparations are beginning; due 8/18.
- Final FY2023 numbers came in very well. From the additional funds the board approved last month out of State Aid, \$943.16 was used to cover staff costs and \$921.64 for books and media. The Town, through Stephanie, assisted with \$560 in utility expenses.
- Great Decisions expenses have been submitted to the Westminster Cultural Council for reimbursement.

Committee Reports:

Curatorial Committee:

- Request from Barbara Friedman to use the images of portraits in her book. She would like to use nine images. When we receive her completed request form the Curatorial Committee will meet and make a recommendation to the Board. Kim provided examples from prior minutes of how the Board had handled requests in the past. [Barbara Friedman leaves.]

Building and Grounds:

- The chiller appears to be working. It is much quieter than the old system so sometimes hard to tell. Both Johnson Control and Northstar should conduct a final closeout.
- Mike believes we can have the furnace pump rebuild for \$4,500. A rebuild would be less than new. Nick will talk to Mike about who can do the rebuild. Whitney has sent pictures to MIIA to see if we can apply for a grant.
- Entrance sliding door needs to have an upgrade not essential at this time but the door was installed in 1997.

MOTION to allocated \$1,100 from line 5241 Building Maintenance line to contract with Dormakaba to upgrade the exterior sliding door. **MOVED** by Tiffany Davis and **SECONDED** by Martha Rainville **VOTE TAKEN**. 4+, 0-, 1-abs. **MOTION PASSES**.

Technology Committee:

- Two seniors showed up at the last Tech Thursday. Going to continue with the drop-by format for now.
- Website meeting is on Friday, 7/14. The font choice for the banner on interior pages is the last major decision to be made before content loading.
- No update on network upgrade.

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Outreach/Friends

- Eight people have expressed an interest in joining the Trustees.
- Planning meeting for rebuilding the Friends, Monday 7/31, 6:30pm.
- Memorial Service for Marta and Walter Klemetti, Saturday 8/5, 10am.
- Book sale will be part of Neighbors Helping Neighbors, Sunday 8/13. Kim and Margherita and the staff will be coordinating it. Nick will check in with Stephanie.

Old Business:

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

New Business

- Review of policies that had gone the subcommittee and review of the new policies to be considered:
- Referred Volunteer Policy reviewed and held for now
- Internet Access Policy reviewed and held for now
- The Personal Behavior Policy, Privacy & Confidentiality Policy and Child Safety Policy were sent to the subcommittee for additional review.
- The Visitor Code of Conduct Policy is a Town policy

MOTION to approve the Library Usage by Guests Policy adding that the existing policy has been updated and approved. 7/11/23. **MOVED** by Tiffany Davis and **SECONDED** by Kim Caisse **VOTE TAKEN.** 4+, 0-, 1-abs. **MOTION PASSES.**

MOTION to approve the Decertified Library Policy adding that the existing policy has been updated and approved. 7/11/23 **MOVED** by Tiffany Davis and **SECONDED** by Margherita Altobelli. **VOTE TAKEN.** 3+, 0-, 1-abs. **MOTION PASSES.**

MOTION to approve the Meeting Room Usage by Guests Policy adding that the existing policy has been updated and approved. 7/11/23 **MOVED** by Tiffany Davis and **SECONDED** by Kim Caisse **VOTE TAKEN.** 4+, 0-, 1-abs. **MOTION PASSES.**

- The Trustees signed the Director's contract extension.
- **Adjournment:** Seeing no further business, a motion to adjourn was offered by Kim Caisse and seconded by Tiffany Davis.

Next Meeting: *Tuesday, August 8, 2023, at 6:30pm.*

Respectfully submitted:



Margherita Altobelli
Recording Secretary

Documents: Agenda, Minutes of the June 11, 2023 Trustees meeting, Director's Report, Children's Room May Report and Statistical Summary, Statistical Summary for June 2023.