

**FORBUSH MEMORIAL LIBRARY
BOARD OF TRUSTEES MINUTES
Meeting of August 8, 2023**

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

Call to Order: Kim Samson, BOT Chair, called the meeting to order at 6:35pm.

Minutes:

MOTION to accept the Minutes from the July 11, and August 7, 2023 meetings as written. **MOVED** by Martha Rainville and **SECONDED** by Kim Caisse **VOTE TAKEN**. 3+, 0-, 0abs **MOTION PASSES**.

Correspondence:

- None

Director's Report:

- Nick and Catt have signed up for the Research Institute for Public Libraries, September 18 and 19 at Devens. Kim is waitlisted.
- ARIS report is underway and due August 18. Finance report portion opened yesterday and will be due in October.
- An initial payment has been sent to Mark Girourd for photos he has been taking for the library website.
- We have received reimbursement from the Cultural Council for Great Decisions.
- Nick and Catt interviewed with Jim Tarr of the Collins Center reviewing job descriptions as part of the town-wide survey.

Committee Reports:

Curatorial Committee:

- Request from Barbara Friedman to use the images of portraits in her book, *My Name is Lucy Ann Puffer Miles*. The Committee reviewed the request and made the following motion:

MOTION that the Board approve the written request of Barbara Friedman to use images of ten items in the collections of the Forbush Memorial Library itemized below for use in the book, *My Name is Lucy Ann Puffer Miles*, being privately published and to be distributed at no cost. And further, that the usual publication fee be waived in light of the book not being offered for sale, unless and until the publication run exceeds 25 copies at which time a fee may be assessed. And further, that each of the images be credited as follows: "courtesy of the Forbush Memorial Library".

Images requested are as follows:

- p.6, figure 2, Five generations, photo montage
- p.7, figure 3, Gen. Nelson A. Miles by Eastman Johnson
- p.49, figure 7, Sally Puffer Sanderson Reed by Robert Peckham
- p.49, figure 8, Phineas Reed by Robert Peckham
- p.54, figure 10, Westminster Village in 1831 by Robert Peckham
- p.70, figure 11, James Edward Puffer, photo
- p.128, figure 17, teapot owned by Mary Miles
- p.158, figure 21, Lt. Col. Joseph Parker Rice, artist unknown
- p.174, figure 23, Daniel Curtis Miles, photo
- p.178, figure 28, Arthur Wellington Miles, photo
- p.179, figure 30, (repeat of figure 11)

MOVED by Martha Rainville and **SECONDED** by Kim Caisse **VOTE TAKEN**. 3+, 0-, 0abs **MOTION PASSES**.

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Building and Grounds:

- The chiller is working. Johnson Controls came out to conduct tests. Full operation of the chiller cannot happen until the furnace pump is rebuilt. We are still waiting on Mike's recommendations.
- We are still waiting for a price quote on a fire panel from Johnson Control.
- There are concerns about the Beech trees and a parasitic worm the is moving into the area.
- Entrance sliding door is underway.

Technology Committee:

- Website has moved to the next stage. Uploading content and images.

Outreach/Friends

- Trustee recruitment is underway
- A recruitment reception for new Friends will be held October 10; the next meeting of the planning group will be August 28
- Plans for the August 13 Neighbors Helping Neighbors event were discussed
- The Memorial Service for Marta and Walter Klemetti went well. The family donated \$100.
- Touch-a-Truck scheduled for August 19 at Meetinghouse parking

Old Business:

- Covid precautions update. No change until we get HVAC report.
- Review of policies continued. Most sent to committee for additional review.

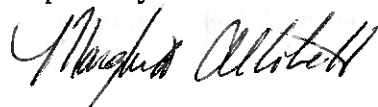
MOTION to approve the Library Technology Usage Policy adding the existing policy has been updated and approved. 8/8/23 **MOVED** by Margherita Altobelli and **SECONDED** by Martha Rainville **VOTE TAKEN**. 3+, 0-, 0abs. **MOTION PASSES**.

New Business:

- Kim S. announced that the two selected candidates will brought before the Select Board for approval at their August 28 meeting.
- **Adjournment:** Seeing no further business, a motion to adjourn was offered by Kim Caisse and seconded by Martha Rainville at 8:23pm

Next Meeting: *Tuesday, September 12, 2023, at 6:30pm.*

Respectfully submitted:



Margherita Altobelli
Recording Secretary

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