

**Bent Northrop Memorial Library**  
**164 Park Street, Fairfield, VT 05455**  
**Trustee Meeting**  
**Date: 4/20/23, 4:30pm**

**Call to Order:** Melissa Southwick called the meeting to order at 4:34

**Present:** Melissa Southwick, Peter Burns, Susan Magnost, Samantha Thomas, Charon True

**Absent:** Michele Feiner, Sarah Allerton, Cathy Ainsworth

**Guests:** None

**Approval of Previous Meeting minutes:** Motion to accept March 16, 2023 meeting minutes made by Peter and seconded by Susan. Motion approved.

**Treasurers' Report (10 minutes):** Cathy Ainsworth not present.

1. Reviewed Cathy's report and email update regarding unexpected insurance increase in the amount of \$1,172. Cathy will look at new insurance for next year.

**Librarian's Report (10 minutes):** Sarah was not present.

1. Reviewed the written Librarians report highlighting an increased estimate for the electrical upgrade repairs. Trustees are waiting for follow up information from Sarah.
2. Sidewalk update:
  - a. Peter contacted 3 contractors, one declined, one no/call no show, while Jettie Excavation LLC showed and provided estimate. Peter will request a reference and if positive will confirm.
  - b. Susan made a motion to accept bid proposal with confirmed positive references. Melissa seconded all were in favor.
3. Sarah added Rosemary Paulson as a part time substitute who will also help with programming.

**Friends Report (10 minutes):**

1. Very successful and positive first Wellness Day with 38 participants.
2. May 20<sup>th</sup> Katherine Patterson coming to BNML.

**New Business:**

1. Authorized agents discussion – Peter will try again to clarify the appropriate signers.
2. Melissa viewed the Trustee training provided by Vermont Libraries and will share the slides.
3. Discussed and decided on rotating Trustee attendance at the Friends meeting (2<sup>nd</sup> Thursday of the month at 4:30 but may change to 5:00) Susan to attend May 11<sup>th</sup>, June 8<sup>th</sup> Peter, July 13<sup>th</sup> Sam, August Michele, skip September, October Melissa, November Susan, December Sam.

**Old Business (Follow-Ups and Action Item Update)**

1. Sidewalk repair see Librarians report above.
2. Hold MOU discussion for Sarah's return.

**Executive Session (if needed):** N/A

**Agenda Items for Next Meeting:**

1. David Poole visit
2. Selectboard MOU
3. Electrical repairs update

**Adjourn:** Melissa Southwick adjourned the meeting at 5:18

**Next Meeting: May 18, 2023**

**Join Zoom Meeting:**

**<https://us02web.zoom.us/j/81343649772?pwd=US9SeFZKY1RXNit6bzFVMIF6V0RDUT09>**

**Meeting ID: 813 4364 9772**

**Passcode: 221504**