

Bent Northrop Memorial Library
Trustee Meeting Minutes
April 21, 2022

Call to Order: Samantha Thomas called the meeting to order at 4:33 PM

Present: Samantha Thomas (Zoom), Sarah Allerton, Michele Feiner
Bridget Howrigan Rivet, Melissa Southwick , Peter Burns

Guests: Cathy Ainsworth

Approval of previous meeting minutes: Motion to accept 17 March 2022 regular monthly meeting minutes without amendments made by Michele Feiner and seconded by Peter Burns. All approved.

Treasurer's Report: General Ledger Library Fund Budget status report was reviewed. Spending is on schedule for April. Schwab account monthly statement reviewed.

1. Cathy A. reported that the 2021 surplus was actually \$4,968. She requested the Trustees to decide if this surplus will be moved to the capital reserve fund or left in the library fund as "buffer" money. If the money is left in the library fund, it is permitted be spent for library related purposes without restriction, and will not count as 2022 revenue. But any spending of the buffer funds will count as 2022 expenditures.
2. Cathy A. will research capital reserve fund spending restrictions.
3. A decision on this issue will be decided next month.

Librarian's Report: Sarah's presented the librarian's report. See the Librarian report attached.

Friend's Report: BNML Spring 2022 Author Series continues.

1. Melissa Southwick offered to regularly attend Friends of BNML meetings going forward. A motion was made to nominate Melissa for the position of "Liaison to the Friends of BNML", seconded by Michele Feiner. All approved.

New Business:

1. Sarah A. presented two estimates for electrical work. Work includes various light bulb upgrade and replacement, emergency light replacement, and flag light repair. Sarah will look into a grant that may be available to cover these costs. A decision on acceptance of the estimates will be deferred until next month.
4. Sarah A. Presented landscaping bids from Winding Roads, Kings Property Maintenance, Dale Hunt, and Gochey's Mowing. A motion to accept the Gochey bid of \$1320 (lowest bid) was made by Peter Burns and seconded by Melissa Southwick. All approved.
5. Sarah reported that a portion of the concrete sidewalk in the front of the library has settled, resulting in water accumulation near the ADA curb cut ramp. Two people fell on the ice in this location this past winter. Area drains in the mulch bed along the front of the library are clogged. The drain pipe dis-

charging into the retention basin in the rear yard along the road has heaved, causing a potential problem for the lawn mowers. Vegetation at the outlet also needs to be cleared away from the outlet. All these issues need to be addressed. Sarah will begin the process by contacting the town highway foreman to ask if the Town can help with the repair the concrete sidewalks.

6. ARPA grant: A motion was made by Peter Burns to use the ARPA Grant to purchase a single ADA accessible picnic table, including shipping costs. The balance of the grant will be used for Computer/ Technology purchases. Michele Feiner seconded. All approved. Sarah reported that next year's ARPA Grant will be \$1142 and may also be used for Computer / Technology purchases.

7. "Life after Mortgage Retirement " Special meeting: Trustees will schedule a special public meeting to discuss endowment spending once the mortgage is paid off. Melissa will send out a doodle poll of proposed meeting times.

8. Comcast / Rainville donation: Bridget Howrigan Rivet stated that donation money should be used as required. Sarah A. suggested the \$400 donation could be used to pay for Internet, considering that the library recently opted out of the Children's Internet Protection Act (CIPA) E-Rate Program. Sarah will give the check to Cathy A. for deposit into the library fund, filed in the revenue donation line.

9. Peter Burns will email David Poole to invite him to attend next month's meeting via Zoom.

10. Financial policy: Melissa Southwick prepared a financial policy draft 4 rev 4-20-22, combining earlier drafts. There was not enough time to work on the financial policy during the meeting. All agreed that Melissa would send out the draft as a google docs allowing for group edits online.

Executive Session: None this month

Agenda for next meeting :

- (1) Electrical estimate reviews
- (2) Financial policy

Adjourn: Motion to adjourn at 6:47 PM made by Peter Burns and seconded by Melissa Southwick. All approved.

Next meeting: Thursday May 19, 2022 at 4:30PM