

**Bent Northrop Memorial Library
Trustee Meeting Minutes Draft
November 18, 2021**

Call to Order: Laura Fulwiler called to order at 4:45 PM

Present: Laura Fulwiler, Michele Feiner, Wendy Maquera, Peter Burns,

Guests: Cathy Ainsworth-Fairfield Town Administrator.

Approval of previous meeting minutes: Motion to accept October 24 regular monthly meeting and two special meeting minutes by Peter B., seconded by Michelle F.. Motion approved.

Treasurer's Report: Cathy Ainsworth presented detailed budget report showing seven line items over budget, but overall budget spending is on track for the year. Peter B. to follow up with Cathy A. To review over budget line items.

Librarian's Report: See attached report:

- (1) Wendy M. Informed the Trustees of an issue with a patron who, following inappropriate behavior, had their library privileges restricted in September by Sarah Montgomery. After privileges were reinstated, this person used the library iPads to send inappropriate images. State Police have requested privileges not be reinstated until further notice. Laura F. And Michelle F. to follow up with the Vermont State police.
- (2) The front circulation desk computer and office director computer are ten years old. Wendy M. proposed replacing these computers with two of the public computers which are not frequently used. Wendy to follow up with cost proposal for the computer switch and for cleaning the contents of two iPads.
- (3) Rebates are available for new LED lights. Wendy to obtain quote for upgrading light fixtures to LED.

Friend's Report: No report this month

New Business:

- (1) Peter B. will present the 2022 proposed budget to the select board on December 13. Establishing a capital reserve account funded by budget surpluses will also be discussed.

Executive Session: Motion to enter executive session by Peter B. at 6:18 PM. General discussion: A library director candidate has accepted an offer. Laura F. will contact the candidate to formalize the acceptance and send formal notice to the Trustees. Motion to leave executive session by Peter B. at 6:23 PM.

Old Business:

- (1) **Financial Policy-** Work on the Financial policy deferred.

Agenda for next meeting :

- (1) Follow up on restricted patron.
- (4) Follow up on presentation of budget to Select board.

Adjourn: Motion to adjourn at 6:24pm by Peter B. and seconded by Michelle F.

Next meeting: Thursday December 16, 2021 at 4:30PM