

**Bent Northrop Memorial Library  
Trustee Meeting Minutes Draft  
Dec 16, 2021**

**Call to Order:** Laura Fulwiler called to order at 4:34 PM

**Present:** Laura Fulwiler, Wendy Maquera, Sarah Allerton, Michele Feiner, Bridget Howrigan Rivet, Kristina Bolduc , Cathy Ainsworth and present Samantha Thomas remotely.

**Guests:** None

**Approval of previous meeting minutes:** Motion to accept minutes as written by Kristina B. Seconded by Peter B. All approved.

**Treasurer's Report:** Spending on track for the end of the year. Town is undertaking a financial review, part of the process recommends documenting procedure for money removed from endowment. Define who can sign checks and has specific authorizations. Allows transparency for checks and balances. Question asked what if the budget runs over? Cathy will look into requirements if this occurs, will get back to Trustees. Questions are being gathered to be sent to David Poole in preparation for next financial advisor meeting. Trustees discussed and agreed that researching mortgage refinancing options on an annual basis is prudent until it is paid off.

**Librarian's Report:** See attached report. Funds were asked for gingerbread house kits and was approved by the Trustees. Trustee Report was read and reviewed for Town Report.

**Friend's Report:** To Bid planning for 2022 has begun! Mark your calendars for September 17<sup>th</sup>, 2022. BNML merchandise is for sale, asking for Trustee suggestions for possible other ways to sell items. Suggestion to put history of the Friends together similar to the endowment history, this would allow a quick reference for those that may not know why the Friends exist and in what capacity.

**New Business:**

- (1) **Welcome Sarah Allerton** -Transition as Library Director is ongoing, please stop by and say hello to Sarah A our new Librarian!
- (2) **Update on Budget Presentation to Select Board** – Select Board had some questions about endowment processes and mortgage pay off considerations. Presentation of 2022 Budget was reviewed and no major questions. Articles will be drafted for Town Meeting Day. Extended invitation to Select Board to visit BNML and attend Trustee Meetings.
- (3) **Select Board Visits to BNML** - Extended invitation to Select Board to visit BNML and attend Trustee Meetings.
- (4) **Update on Grants Meeting** – Grant meetings will happen once a month and quarterly. It is recommended that stakeholders send a representative to the quarterly meetings. Further discussion will need to solidify who will attend these meetings.

**(5) Update on Restricted Patron** – No follow up reports were given from outside entities. Library computers were scrubbed. Access is still restricted.

**(6) Time line and tasks for Town Meeting** – Warned Articles need to be developed. Kristina will look for previous drafts from 2021.

**Old Business:**

**(1) Financial Policy-** Deferred

**Agenda for next meeting**

**(1) Articles for Town Meeting Day**

**(2) Friends Report**

**(3) Financial Advisor Communications (if any)**

**(4) Upcoming Trustee Vacancy**

**(5) Clarification on Debt Retirement Issue - Cathy**

**Adjourn:** Motion to adjourn at 6:45pm by Kristina B. and seconded by Michele F. All approved.

**Next meeting: Thursday Jan 20, 2022 at 4:30PM**