

**Bent Northrop Memorial Library
Trustee Meeting Minutes Draft
July 16, 2020**

Call to Order: Laura Fulwiler called to order at 4:38PM

Present: Laura Fulwiler, Kristina Bolduc, Peter Burns, Bridget Howrigan Rivet (all present remotely) and Sarah Montgomery, Laura Bellstrom present at library

Guests: None

Approval of previous meeting minutes: Motion to accept minutes, by Kristina B. and seconded by Peter B., and all approved.

Treasurer's Report: Reviewed operating/property expenses. No significant concerns. Follow up needed to ask Town Administrator about mortgage refinancing status.

Librarian's Report: See attached report by Sarah M.

Friend's Report: After gathering community input and considerations of concerns the annual To-Bid event has been postponed and will be celebrated next year! Please save the date for September 25, 2021! The friends will be shifting gears and will be looking into branding/logo design possibilities for the library.

Reminder The dedication for the Tetreault bench will be held Friday, July 31st from 3-5pm. Plan on a pleasurable outdoor gathering to celebrate their memory, reminisce on their contributions, and enjoy the company of community members.

New Business:

- (1) **Status report on library** - The library is seeing an increase in physical visits to the library. Future planning and guidance for use during the school year should be evaluated.
- (2) **Service Policy** –after review, Trustees voted for the policy to stay in affect without changes.
- (3) **FMLA Update** – Sarah prepared an add to be published publicly in search of a programming librarian. Requesting those interested to submit prior to the 15th of August. Trustees agreed for Sarah to move forward with advertising the position.
- (4) Possibility of Laura B. no longer being a Fairfield resident after the month of October. Will need to plan accordingly for the possible Trustee vacancy.

Old Business:

- (1) **Financial Policy**- In progress. Kristina provided a beginning draft later than expected. Trustees will review the document for format, content, and editing for the August meeting. Notes on recommended changes, additions, and deletions will be discussed at the next meeting. Continued development and revisions are expected.
- (2) **Investment Policy** – pending physical signatures of revision, deferred until trustees can be on site.

(3) Refinancing of current mortgage loan – Laura F. will contact the town administrator for follow up questions.

Agenda for next meeting

(1) Continued status report on library – beginning of school year impact/preparations

(2) Friends of the Library

(3) Continued drafting and work on Financial policy

(4) Discussion of future Trustee interest/possible upcoming vacancy

Adjourn: Moved to adjourn by Kristina B./seconded by Peter B. Meeting adjourned at 5:27 PM

Next meeting: Thursday August 20, 2020 at 4:30PM