

**Bent Northrop Memorial Library  
Trustee Meeting Minutes Draft  
October 21, 2021**

**Call to Order:** Laura Fulwiler called to order at 4:36 PM

**Present:** Laura Fulwiler, Kristina Bolduc, Sarah Montgomery, Michele Feiner, Bridget Howrigan Rivet and Samantha Thomas (remote)

**Guests:** Cathy Ainsworth – Introduced as new Town Administrator, will be working together in the future.

**Approval of previous meeting minutes:** Motion to accept September's minutes and Special Meeting minutes as written by Peter B. Seconded by Kristina B. All approved.

**Treasurer's Report:** No current questions. Spending is on track as expected. Due to Sarah leaving and vacancy through the hiring process, there may be minimal remaining funds previously designated for staff payroll at the end of the year.

**Librarian's Report:** See attached report.

**Friend's Report:** Recap on To-Bid event and already looking to the future, strategizing for BNML merchandise for the holiday season, Friends of the Library elected officers for a one year term, looking for gift ideas to contribute to the library.

**New Business:**

- **Silent Auction Debrief** – The event brought in just over \$10,000. Donation pledges for next year have already started. Trustees recognized all the hard work the Friends of the Library do, and are very thankful for.
- **Library Director Job Search Update** – Sara has collected information about salaries from other libraries, a interim solution where subs are needed until a new hire was discussed.
- **Afterschool issues** – The amount of students after school can become hectic, concerns about possible behavior management, past issues have occurred, the large flow of students is expected to slow after sports season.

**Old Business:**

- **Financial Policy**- No new updates
- **Budget 2022 Discussion** – Will have some more to discuss, focus on hiring process for new Librarian, will set intent on finishing and then briefing the select board in November.

**Executive Session** – Entered at 5:15 to discuss personal/job search. Motion leave executive session at 5:45 by Michele F. Seconded by Sam T. All approved. **Decisions made** :Wendy will step up into the interim Library Director position until a new hire, pay will be adjusted. Another special meeting will be required to continue the search and hiring process to ensure delays are not prolonged in filling the position.

**Agenda for next meeting**

- **Library Status Report**
- **Friends Report**

- **Financial Advisor**
- **School Communications Start Up**
- **Continued Financial Policy review**

**Adjourn:** Motion to adjourn at 5:48pm by Peter B. and seconded by Michele F.

**Next meeting: Thursday Nov 18, 2021 at 4:30PM**

## **Librarian Report 10/21/21**

### **Current Operations Update:**

- Masks required for all between 3-5pm and encouraged for unvaccinated patrons during all other times
- Offering limited programming
  - Weekly playgroup
  - Trunk or Treat! In partnership with the recreation committee.
- Number of daily visitors has continued to increase with the start of school

### **Other Updates:**

- ARPA funds will be disbursed soon - \$3,457.25 to be used for a table for the VT room, a Meeting OWL Pro, 2 picnic tables with umbrellas, and updated non-fiction adult print materials focused on job seeking and mental health.
- Book Sale - made around \$50 in sales from community members. Rest will go to Baker and Taylor's Sustainable Shelves program, which will earn us a little over \$200 in book purchasing credits.
- NCSS Parent Child Center - working with libraries again to offer \$2,000 to use for playgroups and family events