

**Bent Northrop Memorial Library**  
**Trustee Meeting Minutes**  
**September 15, 2022**

**Call to Order:** Samantha Thomas called the meeting to order at 4:37 PM

**Present:** Sarah Allerton, Laura Fulwiler, Michele Feiner, Bridget Howrigan Rivet, Cathy Ainsworth, Samantha Thomas (Zoom) Melissa Southwick (Zoom), Peter Burns

**Guests:** None

**Approval of previous meeting minutes:** Motion to accept August 18, 2022 regular monthly meeting minutes made by Laura Fulwiler and seconded by Peter Burns. Motion approved.

**Treasurer's Report:** Cathy Ainsworth presented the General Ledger Library Fund Budget status report. Spending is on-track for the year.

Grant writer salary update: Peter Burns discussed the issue with the select board at the 8-22-22 select board meeting. The select board suggested the following options:

The library may leave the unused grant writer salary in the library fund, roll-over the unused money into next year's surplus, and then budget \$2500 for next year's grant writer salary, or...

The library may transfer the unused grant writer salary to the Town fund. The Town will "hold" the money to pay a future grant writer their salary next year, and the library will budget \$0 for grant writer salary next year.

The trustees will decide on an approach after the 2023 draft budget is finalized.

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

**Friend's Report:**

Bid-or-not-to-Bid event planning continues.

**New Business:**

Sidewalk repair update: Peter has met four contractors on-site to discuss scope of repair work. None have responded with cost proposals.

Sarah's draft budget was reviewed. An increase from \$2000 to \$3000 for the Repairs and maintenance line was discussed. Work on the budget on-going.

Laura will forward Gary Deziel's sample memo of understanding to the Trustees.

Financial policy: deferred until next month.

Thursday October 6, 2022 5:00 PM is set for a joint Friends / Trustee meeting to discuss the gifts and donations. This meeting has been changed to a special meeting. Sarah will advertise the public notice.

Melissa Southwick will do a “clean-up” review of the Investment Policy and identify issues for discussion at the September meeting. Melissa will also draft a donation policy. Policy review deferred until next month’s meeting.

The Trustees have accepted the Select Board’s invitation to attend the Tuesday October 11, 2022 select board meeting. The purpose will be to update the select board on library status and to discuss Town / Library relations. Meeting starts at 7:00 PM

**Executive Session:** None this month

**Agenda for next meeting :**

Sidewalk drainage issue

Sarah’s report on Wendy’s performance review. (Executive session)

Work on Financial, Investment and Facility Use policies.

**Adjourn:** Motion to adjourn at 7:20 PM made by Peter Burns. and seconded by Laura Fulwiler. Motion approved.

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