

Bent Northrop Memorial Library
Trustee Meeting Minutes
February 17, 2022

Call to Order: Laura Fulwiler called the meeting to order at 4:30 PM

Present: Laura Fulwiler, Michele Feiner, Samantha Thomas (Zoom), Sarah Allerton, Bridget Howrigan Rivet, Peter Burns

Guests: Cathy Ainsworth-Fairfield Town Administrator

Approval of previous meeting minutes: Motion to accept 20 January 2022 regular monthly meeting minutes without amendments made by Michael Feiner, and seconded by Samantha Thomas.

Treasurer's Report: Cathy Ainsworth presented Town of Fairfield General Ledger Library Fund Budget status report. Budget spending on track for the year.

1. Cathy A. Suggested that the ARPA (American Rescue Plan Act) federal funds be accounted for separately from the other forms of revenue to help make the tracking of these funds more straightforward and transparent. She recommended these federal funds be relocated to line 31-5-00-25.60 of the Library fund ledger Motion to accept Cathy's recommendation made by Peter Burns, seconded by Samatha Thomas. All approved. Cathy will check if the line can be renamed "Federal Grant Revenue" for clarity.
2. A Town of Fairfield credit card was issued to Sarah Allerton.
3. Cathy notified the Trustees that the library budget published in the Town Report accidentally included approximately \$1000 extra for Retirement and requested the Trustees decide which budget line this extra money be reallocated to. Laura F. notified Cathy that the Trustees wish to re-allocate the funds to the Assistant Salary line 30-6-10-10.02. In a follow up email, Cathy A. clarified that the exact amount of extra retirement money was \$884.

Librarian's Report: Sarah's presented another very full librarian's report. Too many items to summarize here. See the Librarian report attached.

1. Sarah presented a draft "Request for Reconsideration of Library Resources" form for use by those who wish to formally challenge the inclusion of a particular book in the library collection. Trustees suggested that the form be amended to require users of the form to be "residents *and/or* taxpayers". Motion to approve the draft made by Peter Burns, seconded by Michelle Feiner. All approved.
2. Sarah brought to the Trustees attention an issue regarding funding of employee benefit hours. Discussion of the matter was deferred to executive session.

Friend's Report: Bridget H. presented the *draft* BNML Spring 2022 Author Series flier. Readings are scheduled for Saturdays at 1:00PM . This years authors include Melissa Pasanen, Gail Cleare, Charlie

Nardozzi, Tammy Flanders Hetrick, and Jessica Battilana. For more details see the BNML website. Thanks to the Friends for their generous contribution!

New Business:

1. Town Meeting Australian ballot voting is Tuesday March 1, 2022. Three people have placed their names on the ballot for the vacant Trustee position. And, Samantha Thomas is running for another three year term. Laura Fulwiler compiled a candidate statement informational flier. Copies available on the BNML web site and at the Town Meeting Informational Meeting scheduled for Monday February 28, 2022 at 6:00 PM.

Executive Session:

Motion to enter executive session by Laura Fulwiler at 6:17PM- motion approved.

Discussion: Employee benefit hours accounting details and budget funding. No decisions were made during executive session. Discussion to be continued.

Motion to leave executive session by Laura Fulwiler at 6:43PM -motion approved.

Old Business:

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

Agenda for next meeting :

(1) LED light bulb upgrade.

Adjourn: Motion to adjourn at 6;44PM by Peter Burns and seconded by Samantha Thomas

Next meeting: Thursday March 17, 2022 (St. Patricks Day) at 4:30PM