

**Bent Northrop Memorial Library  
Trustee Meeting Minutes  
March 17, 2022**

**Call to Order:** Laura Fulwiler called the meeting to order at 4:33 PM

**Present:** Laura Fulwiler, Samantha Thomas (Zoom), Sarah Allerton, Bridget Howrigan Rivet (Zoom), Melissa Southwick (Welcome!) , Peter Burns

**Guests:** None this month

**Approval of previous meeting minutes:** Motion to accept 17 February 2022 regular monthly meeting minutes without amendments made by Peter Burns and seconded by Samantha Thomas.

**Treasurer's Report:** Cathy Ainsworth not in attendance. General Ledger Library Fund Budget status report not reviewed. Schwab account monthly statement reviewed.

1. A Schwab account 1099 form was sent to the library. Peter B. to email David Poole to ask if any action is required.
2. The town paid the BNML portion of 2021 Property insurance bill but forgot to withdraw the amount from the 2021 library fund. The town will need to be reimbursed for this cost from the 2022 library fund. The trustees request Cathy Ainsworth to clarify how this reimbursement will be made.

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

**Friend's Report:** BNML Spring 2022 Author Series underway. Readings are scheduled for Saturdays at 1:00PM . For more details see the BNML website. Thanks to the Friends for their generous contribution.

**New Business:**

1. Sarah A. continues work on obtaining estimates for replacing emergency lighting, interior pendant fixture bulb replacement and flag light repair.
2. Sarah A. will pursue alternate bids for landscaping services. Sarah will also ask Cathy A. if the town has a landscaping contract, which could possibly be expanded to include BNML.
3. In accordance with Library facility use policy, the Trustees decided against allowing a donation-based yoga class conducted in BNML community room.
4. The cost of covering Sarah's benefit hours were discussed. Additional money may need to be budgeted next year to cover the cost for assistant librarian to cover for Sarah.
5. Comcast / Rainville donation: Trustees will continue their discussion with Bridget to determine the recipient of the donation: to the Friends or directly to the BNML? Sarah A. suggested the \$400 donation could be used to pay for Internet, considering that the library recently opted out of the Children's Internet Protection Act (CIPA) E-Rate Program.

6. Election of Officers: Laura Fulwiler made a motion to elect Samatha Thomas and Michelle Feiner as Co-Chairs and to elect Peter Burns as both Secretary and Treasurer. Peter Burns seconded. All were in favor. Positions are effective immediately.
7. Chair transition period: Laura F. will begin delegating chair responsibilities to Michelle and Samantha.
8. Laura Fulwiler will send the officer role description word docs to Peter B. and Sarah A. for editing and filing.
9. Monthly meeting agenda: All agreed that suggestions for agenda items should be solicited one week prior to the meeting. Co- Chairs will solicit suggestions and produce agenda. Agenda will be sent to Sarah A. in time for public meeting posting on the BNML website.

**Executive Session:**

None this month

**Old Business:**

- (1) **Financial Policy-** Melissa Southwick will review and combine the two policy versions.

**Agenda for next meeting :**

- (1) Electrical and Landscaping bids
- (2) Financial policy
- (3) Donation recipient discussion.
- (4) Property insurance reimbursement discussion with Cathy A.

**Adjourn:** Motion to adjourn at 6:12 PM by Peter Burns and seconded by Melissa Southwick

**Next meeting: Thursday April 21, 2022 at 4:30PM**