



### **Board of Trustees Meeting Minutes September 25, 2023**

**Attendees:** Attendees: Trustees Jack O'Reilly (JO), Paul Pelletier (PP} Meghann Wayss (MW), alternates Lillian Wilson (LW), John John Stone (JS)

JO opened the meeting at 5:30

**Minutes:** August 29, 2023 minutes were moved by MW to approve. Seconded by TK. Approved 5-0

**Budget:** The meeting to review the budget with the board of selectmen is scheduled for 10/2. Trustees are encouraged to attend. LB presented a breakdown of the items included in the Professional Training line.as reques by the trustees. The line has a \$500 increase since the trustees are starting to use this moree There has been discussion to begin reimbursing for mileage. LB and staff had not been requesting reimbursement in the past so as not to exceed budget expenditures. LB asked if the trustees want to begin this reimbursement and so add \$500 to the line item for this or anything else. There was no discussion so the line wasn't changed.

#### **Director's Report:**

- The light post base to replace the one that was broken hasn't been received yet. LB will follow up.
- LB asked the board to let her know if she should add more to the Professional Training line.
- We have received donations of \$19. Moved by MW and seconded by TK to accept. Motion passed 5-0.
- August numbers for all phases are some of the highest ever including ILL, room reservations, program attendance and others.

#### **Policies**

- Financial: Moved by TK and seconded by MW to approve. Motion passed 5-0

- Interlibrary Loan Policy: Moved by TK and seconded by MW to approve. Motion passed 5-0
- Reference Policy: Moved by MW and seconded by PP to approve. Motion passes 5-0
- Personal Policy: Tabled after much discussion without resolution. The board at a previous meeting had voted to have all employees sign the agreement in the current policy. LB was not at that meeting so was not able to be involved in the discussion and prefers to wait for the next revision. LB recommended and provided copies that the change to the policy voted by the trustees in June 2022 to the Health/Medical/Dental/Life insurance policies be updated, that the Appearance Policy be updated to be non-gender specific so as not to be discriminatory, and that the Personnel File policy be amended to reflect recommendations from Primex. She would prefer these changes be made before having employees sign the policy again.
- JO moved to have TK take the trustee laptop to update all policies. Seconded by MW. Motion passed 5-0. JO asked that TK work with him on the Personal Policy revision

**Personal Files:** JO took the files out of the box that came from the town hall and were stored in the police department.

- JO noted that although stored at town hall in a vault, the drawer that they were in could not be locked and was accessible to anyone working in the building.
- PP moved to put the personnel files in the safe LB had purchased. TK seconded. Motion passed 5-0.
- AJ moved to put personnel files from the box from the town hall into a bag then into the safe. These are not to be reviewed or opened until a quorum of the Trustee Board and the Library Director are present together. The motion was also to put the sealed non-public minutes into the safe. LB will access these sealed envelopes to inventory them and then come up with a review schedule. PP seconded the motion which passed 5-0.
- LB requested to see her file at a future date.

**Memorial bench:** The proposed changes to the engraving were discussed. It was agreed that the donor should be contacted for clarification. AJ will do this since no vote had been taken on the engraving not proceed with engraving until we give them an updated requirement. Ted has put in an order for the bench for SK Beswick commemorating her husband. The verbiage for the bench has not been agreed upon. Jack will contact the bench company to make sure they do not start any engraving until the exact verbiage is agreed upon by the Board of Trustees and SK Beswick.

There has been no further communication regarding the bench and its verbiage by Ted and SK. Alexandra will follow up with SK and the Board to work toward a resolution on the bench wording. Lara will forward the original wording request by SK to Alexandra.

**Building Maintenance.** TK and JO checked the old basement separately and noted that the dehumidifier and condensate pump are using an extension cord and agreed that a dedicated GFI outlet is needed. LB will check with local electricians and TK will check with someone he knows.

- There are some dead trees near the end of the parking lot. Also some cars have been getting pitch and pine needles on them. LB will check with some tree removal companies and arborists

**MOU:** JO submitted a DRAFT a couple of weeks ago. Martha at town hall was emailed for a status and said we would hear something this week. JO also texted a selectman with an offer to meet on this and hasn't receive a reply

**Next Meeting:** 26 October @ 5:30.

.

**Adjournment** At 8:58 ir was moved by AJ and second by TK to adjourn. Motion passed 5-0.

Respectfully submitted  
Jack O'Reilly