

Sanbornton Public Library Board of Trustees
October 18, 2022

Call to order at 10:30 am.

Trustees: David Adams, Grita Olmstead, and Michael Gray. Alternate: Chris Hobbie and Director Rebekka Mateyk.

Absent: Paula Grassie, Virginia Blackmer

Presentation from Lucas D'Italia, Franklin Savings Bank, in regards to investment options for the library's recent monetary gifts. He explained different strategies and will read through the SPL investment policy. The board will discuss options at the next meeting.

Secretary's Report: Motion to accept the minutes from August 16, 2022, GOlmstead/MGray-passed unanimously.

Treasurer's Report: Motion to accept unanticipated funds in the amount of \$413 MGray/GOlmstead-passed unanimously.

One of the CDs was renewed for 12 months (4316).

The FY24 budget discussion was tabled until the November meeting. A recap of the Nov. 4 budget committee meeting was discussed and we have been informed by the budget committee that all of the department budget reviews have been put on hold for now. The Trustees will wait to hear from the budget committee for next steps. Discussion of the status of the Capital Alarm fire alarm panel and the electricity budget was shared with the Board. As of the end of September with the increases in the cost of electricity, 50% of the FY23 electricity budget has been expended and the fire alarm repair costs are exceeding the budgeted amount.

Investment strategy: DAdams received an email from Luca D'Italia, Franklin Savings Bank. A motion to table decision about building fund investment. The trustees would like to send him a list of questions regarding the investments.

The FY22 town department audit took place in August and the library audit went well.

Old Business:

Covid19 protocols: Motion to continue offering the public the following guidance when visiting the library: Wearing masks in the library is recommended but optional. The staff continue to wear masks to protect the staff and the community. When planning to attend an event at the library, consider staying home if you develop an illness, you have been exposed to an illness, or have cold symptoms.

DAdams/GOlmstead-passed unanimously

New Business:

Garden update: The gardeners are considering adding rain barrels to water the garden during the summer. It was dry this summer and the water levels in the library building are lower during this high water demand. We would have to check with the appropriate committees before going forward.

CIP committee meeting review (9/27/2022): RMateyk and VBlackmer met with the CIP committee to discuss the 3 proposals sent to the committee for FY24. 1) Paint the exterior of the library building, 2) Paint the Woodman building cupola, and 3) Restore the Woodman building historic windows. The window restoration was submitted to the committee to inform them the Library Board of Trustees had

decided to restore the 22 windows in the Woodman building and donated funds will be used to fund the project.

Wifi Improvement: Breezeline ran a new line from the pole to the outside box and installed a new splicer downstairs on September 29. The Internet has improved since this change.

Library Hours: A motion was made to change the library hours on Wednesday and Thursday to 1-7pm from November 1 to April 30 and will change to 1-8pm on Wednesday and Thursday during the 6 months, May through October. MGray/GOlmstead-passed unanimously

Motion to close the library Friday, November 25, 2022 MGray/GOlmstead- passed unanimously. The library will be open on Saturday, November 26.

Policy Review: The Board will be submitting a letter to the Selectboard to inform the Selectboard and town committees regarding using the library meeting room space during the regular library hours. The meeting room limit of 15 people in the Woodman Room will no longer be in effect.

The two staff compliment forms were reviewed by the Board.

Old Business:

The quote from Home Energy Products for two Mitsubishi Ductless AC/heat pumps were reviewed. The quote was \$17,300 for the Woodman Room and \$16,700 for the rear second floor room (Big Room). The AC in the Big Room needs to be replaced and other options will be considered.

Parking lot striping has been done.

Status of the ILS circulation system change. The staff will be deciding which system to go with soon and the change will happen at the end of October.

The Board would like to thank David Adams and Hank Andrews for designing and installing the model railroad in the children's room. The set was completed on October 14 and we had the Fox family officially start the train.

Meeting adjourned at 11:45am. Next meeting – November 15, 2022 at 10:30am.