

## **Minutes for Board of Trustees Meeting**

October 20, 2021 5:30 pm

**Attendees:** Margaret Wilson (chair), Tina Casteris (minutes), Peter Conant, Ellen Taylor, Libby Trezise, Marci Blakely (select board member)

Meeting called to order at 5:30

### **I. Minutes from September Meeting**

Margaret moved to approve the September minutes, Peter seconded, minutes approved

### **II. Treasurer's Report**

Building fund money will be used for the new light bulbs, and the new water dispenser that Peter has provided. Thanks Peter!

### **III. Coordinator's Report**

Trudy suggests tracking patrons assisted over the phone, we agreed that is a good idea. We will add it to the daily tracker. Many great ideas about FB and reading programs from Trudy.

### **IV. Action Between Meetings**

1. Subcommittee Meeting about Service Priority: Provide material to homebound patrons:

Ellen, Peter, and Margaret had a productive meeting on the topic. They plan to find out who would be patrons that would desire the service through multiple communication channels. Creating a notebook for the materials. Ellen made a handout for how to search our online catalog. Next step is to make a handout for the service itself, Peter will make a draft.

2. Ordered New Desk Computer

New computer arrived, Patti will work on setting it up. Maybe we should leave the one at the circulation desk for Library World and set up the new computer in the office for the coordinator's use.

### **V. Old Business**

1. Light Bulbs

Peter purchased 24 light bulbs for the hallway. He and Stan will meet with the electrician that installed them. Outside lights need work too.

2. Volunteer Manual

Not a high priority right now.

3. Sale this Saturday

Scheduled for 9-1, should we set a rain date? We decided that it will not rain. Libby will get some money for the cash box.

### **VI. New Business**

1. Souper Supper - probably not
2. Bake Sale at Polls - we are a go for 11/2. Will need to ask for baked goods and schedule people to take shifts. Will put out a signup sheet at the desk.
3. Annual Meeting in January: Trustee Positions and Budget  
Terms will be up for Ellen's seat, and will be renewed for another three year term.  
Margaret's term is ending as well.  
Libby's seat will be vacant after November.  
Budget committee will need to meet before the annual meeting.
4. Question from a friend of Peter's about whether we can get on the World Cat (?) system? Might have to be on the Minerva system.

VII. Items for next Meeting- November 17, 5:30 pm.

1. Revisit requirement that two volunteers are required for a shift
2. Board vacancies
3. Budget committee
4. Winter events

Meeting adjourned at 6:40