

Langdon Library Board of Trustees Meeting Minutes November 23, 2021

Present: Trustees Jack O'Reilly (JO), David Turbide (DT), Peter Welch (PW), Catherine Hazelton (CH), Meghan Wayss (MW); Library Director Lara Croft Berry (LCB)

Meeting called to order by JO at 5:35 PM

The first order of business was to approve the minutes from our last meeting on October 19, 2021 Moved by CH, seconded by PW, minutes approved 5 – 0

Treasurer's Report: We're in good shape coming into the end of the year. There are always some uncertainties and some adjustments to be made as the year comes to a close next month but all looks in control as of now. The board has discussed a change in cash management procedures for some time and feels that the change should be made effective January 1. A proposal detailing the changes is attached to the end of this report as documented by LCB, moved by DT, seconded by PW and approved 5 – 0. We have the new 2022 numbers for health insurance and have recalculated the insurance buy-out yielding an increase of \$1471 to the 2022 budget. The board voted to make this change to the budget request and approved a new total of \$260,147 to be presented to the select board and budget committee. Moved by JO, seconded by CH, approved 5 – 0.

Director's Report: Meeting space is becoming more in demand. Fortunately, new guidelines specify 3 feet social distance rather than 6 feet so room capacities can be adjusted to make space for more and larger group meetings. Jeremy Nicol from the fire department is working through our relatively long list of small repair jobs as time allows. When he is here, he churns through the list and has done great work – thank you Jeremy. We are still locating a welder or repair shop that can straighten the flanges on the book drop so it can be re-installed on the pad. Note that LCB has completed her work and been approved for the awarding of her MLIS in January. Congratulations Lara; great work. Teen advisory group is proceeding nicely with more participants and further plans for an escape room project. NPS group time at the library (grade 4 to 6 now; K-3 to come in December) is proceeding successfully. Circulation year-to-date is up a bit from 2020 but the mix is different with more on-line (OverDrive, Hoopla) and fewer physical items checked out compared to prior years. This mix will undoubtedly change and evolve. East Coast HVAC will take over the maintenance of our equipment December 13.

Building Maintenance: Parking lot expansion work is completed and final payments being processed. PW led a team of volunteers to install drainage in front of the old building to draw water away from the stone foundation (and away from the cellar). The Trustees would like to thank PW, JO, DT, Jaimie Belanger, Alan Wilson, Tom Berry, and Chris Cross for their help on this project. The contractor estimate for this work was \$5,500. Actual cost for materials and equipment rental was \$547. has volunteered to make the foundation leakage repair with volunteer helpers before snow flies. Expected cost for materials is up to \$5K. Moved (JO), seconded (DT) and approved (5 – 0) that any cost that exceeds remaining budgeted maintenance funding can and should be paid from the capital reserve fund.

Other: Trust fund realignment work has resulted in two small funds being disbanded and the funds moved into library operating accounts. Per trustee vote, the amounts (\$679.77, Webster fund for non-fiction books) and \$689.95 Watson Fund for books) will be placed in the operation checking account and their use will be tracked to ensure that they are spent for the designated purpose until exhausted. Moved by DT, seconded by PW, passed 5 – 0.

Trustees voted to accept \$103.25 in donations include \$100 from Teresa Bowen Irish, Occupational Therapy presenter who used our meeting room on Wednesdays this fall. Moved by DT, second MW, passed 5 – 0.

Trustees informally endorsed the proposed distribution of year-end bonuses (total is within the budget for the year) without a non-public discussion as they felt a formal vote was not needed.

Trustees approved the following holiday closure hours: New Year's Eve 9am to 2pm; December 24 and 25 closed. Thanksgiving week close at 5 on Wednesday, closed Thursday and Friday, open Saturday 10 - 2. Moved by DT, second by PW, passed 5 – 0.

The trustees expressed no interest in recording trustee meetings unless required at some future date.

Board meeting adjourned - moved by JO, seconded by DT, passed 5-0 at 7:02 PM

Next Meeting: Tuesday December 21 at 5:30 PM, at the library.

Respectfully Submitted: David A Turbide, board secretary

Proposal for change in cash management procedures, Langdon Library, November 2021

This is a change to how the library receives its yearly appropriation for better management of the library's funds:

The Library Treasurer will submit a letter to the town before the end of this calendar year requesting that the total calendar year appropriation, starting in 2022, should be distributed to the Library in either three or four payments evenly spaced through the calendar year. The treasurer will request that payments be made as follows:

- 1) Payments will be made quarterly 1/1, 4/1, 7/1, 10/1 or in three payments 1/1, 4/1, 7/1
- 2) Town Hall will continue to process bi-weekly payroll and pay monthly benefits, and any Library utilities in the Town's name
- 3) Town Hall will generate a monthly report on how much is spent for payroll, benefits, and any other Library items like utilities
- 4) Library Bookkeeper will process a monthly check back to the Town for the above expenses
- 5) This proposal should be made effective 1/1/2022