



### **Board of Trustees Meeting Minutes January 13, 2023**

**Attendees:** Attendees: Trustees Jack O'Reilly (JO), Paul Pelletier (PP), Meghann Wayss (MW), Lillian Wilson and Director Lara Berry (LB)

Jack O'Reilly called the meeting to order @ 10:54

**Minutes:** December 20, 2022. Moved by PP and seconded by MW to accept. Motion passed 4-0

**Treasurer's Report:** Town's portion is underspent while library is overspent. LB discussed that in past years the town remitted any surplus back to the library. This is not certain this year but is necessary to offset some overages in the library's portion. JO will follow up with the town hall

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

- LB has requested a timeline for a closeout report on 2022 town managed funds. It has been promised for the week of 1/23. This is extremely important so our bookkeeper can do our final report and we have timely information for the town report
- New phone system is working well and will cost less than the previous one
- The Winter Warmup was well received
- Library usage is increasing. While visits are still below pre-Covid levels, checkouts are almost at pre-Covid levels.
- Town Budget Committee public hearing is scheduled for 2/8 at 6:00
- As required by our Personnel Manual, any unused Personal Time Off hours to be carried over to the next year must be approved by the trustees. It was moved by JO and seconded by PP to approve the hours requested. Motion passed 4-0
- We have received \$33.50 in donations the last 2 months. Moved by MW and seconded by PP to accept the donations. Motion passed 4-0

**Policies:** LB is working on an update and then a meeting will be scheduled to catch up if needed.

**Old Business:** The credit cards were discussed. LB has still to make one more payment on the town's card. The new card issued by our bank is for a "business". LB is researching the best alternative whether it be a Debit card or Credit card. In the mean time we have stopped using the town's card and will continue using the new cards. As the treasurer MW will need to review all charges before payments are made.

**Next Meeting:** 1/26/23 at 5:30

**Adjournment** At 12:24 it was moved by LW and second by PP to adjourn. Motion passed 4-0 .

Respectfully submitted  
Jack O'Reilly