

Langdon Library Board of Trustees Meeting Minutes November 18, 2022

Present: Trustees Jack O'Reilly (JO), David Turbide (DT), Megan Wayss (MW); Paul Pelletier (PP), Peter Welsh (PW) Library Director Lara Croft Berry (LCB); also a resident/observer: Sharon Brown

Meeting called to order by JO at 12:30 PM

The first order of business was to approve the minutes from our last meeting on October 20, 2022. Moved by PW, seconded by MW, minutes approved 5 – 0

Treasurer's Report: Overall, spending is in line with the budget, albeit there are several accounts that are overspent – primarily building maintenance. The difference is covered by money from the trusts and some under-spending in other accounts. This will all be reconciled before closing the books for the year in January. We have increased the maintenance line in our proposed 2023 budget request to recognize increasing maintenance and utility costs that will surely continue to grow in the future and cannot be ignored or deferred. This year-end reconciliation is always difficult because we often do not get all the information we need from the town for items that they pay directly (primarily utilities) from funds withheld from the authorized allocation. This is a major reason why we are asking the town to relinquish ALL of the allocated funds to the library (as required by the RSAs) so we can better manage our expenditures throughout the year. We have requested our own credit card, on our own account, to avoid future confusion and false accusations that have been a recent problem. The trustees voted to authorize the library to administer payroll starting in 2023 - this vote necessary to enable us to establish an employer ID number and work with the banks, IRS, various state departments. Moved by PW, seconded by JO, 5-0.

Director's Report: We still have some COVID tests available (and we can get more) and now offer up to five per household when requested. The phone system installation continues to drag on. The new shelving system is working splendidly, giving better access to the picture books our younger patrons use regularly. New books continue to come in late or are backordered from our primary vendor. We will be putting more orders through Ingram in the future as they have proved to be more reliable. LCB attended two conferences this month and reports that she learned a lot that will benefit library operations. The trustees, staff and some patrons came in for a small but gratifying send-off on Deb Kohlhasse's last day. She has made herself available as a sub and has already been back in that capacity this week. Our new cataloging assistant, Debbie Obertanec, had been training with Deb and is now assuming primary responsibility for this critical task.

Building Maintenance: LCB is continuing to investigate alternate sources of electricity given the huge increases in power from Eversource. She is not ready to make a recommendation yet.

Policies: No policies reviewed this month. We are behind in our every-third-year update schedule and will likely schedule an extra trustees meeting in January to re-start the cycle.

Donation acceptance: Trustees voted to accept miscellaneous cash donations totaling \$7. Moved by DT, seconded by PW, passed 5-0.

Other: The Select Board has requested a meeting with the trustees to discuss the requested change in the distribution of allocated funds to the library. The trustees requested that this meeting must be public, recorded, and posted. 2023 budget meetings are scheduled for December.

Board meeting adjourned - moved by PW seconded by PP, passed 5-0 at 2:39 PM

Next Meeting: Friday December 16 at 1:30 PM, at the library.

Respectfully Submitted: David A Turbide, board secretary