

APPROVED
Conant Public Library Board of Trustees Meeting Minutes

Meeting Date: November 11, 2024

Attendance:

Present: Jennifer Bennett, Ann Goodrich-Bazan, Jeny Levissee, Thea Marsh, Kristin Landry, Jenn Howe, Library Director Barry Deitz; Unexcused absences: Mary Gannon, Kathy Morehouse, Mitty Johnson

Meeting convened: 6:30 p.m. meeting called to order by Ann.

Reports

Secretary's report

Jenn made a motion to approve the 10/21/24 minutes, Kristin seconded. No discussion. 5 yes, 1 abstention. Motion carries.

Treasurer's Report

Jenn and Barry will meet with Dan again to go over which items should be considered library supplies and which are custodial or office supplies. Jenn will also ask Dan to customize the report to show monthly actual and yearly budget totals. Thea made a motion to approve the Treasurer's Report and place it up for audit, Jennifer seconded. No discussion; 6 yes, no abstentions. Motion carries. Jeny made a motion to accept the Expense Manifest for July through October. Kristin seconded. No discussion. 6 yes, no abstentions. Motion carries.

Director's Report

See attached report.

Committees

Museum Committee - We met a couple Saturdays ago to read through the Collections Management Policy (CMP) again to pull out bullet points for the Board to read in order to approve the CMP. We also pulled out some sections of the Policy that were more procedural and they will be put in the Procedures Manual. Thea made a motion to accept the Museum's Collections Management Policy. Jenn seconded. No discussion. 6 yes, no abstentions. Motion carries.

Building Committee - Did not meet. The fiber optic wiring has been done this past month.

Finance Committee - Met prior to this meeting. Barry needs to send Ann the data on the

number of programs, books checked out, etc (statistics that are on the Director's Report) for the Budget Committee on Wed Nov 13th.

Policy Committee - Ann found the PTO Policy. Discussion tabled until January 2025.

Old Business

Organ Restoration Search - Annalise was going to look into the names of the people who did the restoration work on the organ in the 1980s. Jeny will touch base with her to see what she found. If she doesn't find anything then Jeny will go back to the drawing board.

Board Directory - Ann had asked Barry to update the Board Directory to get the ConantLibrary.org emails. Kathy and Mary have not yet logged in their accounts to activate them.

New Business

Strategic Planning - The December board meeting will be set aside for a strategic planning session. Ann will try to connect with Mary Gannon. She will also send out documents ahead of time for us all to read before the meeting.

Meeting adjourned: Thea made a motion to adjourn at 7:39 p.m. Jenn seconded. No further discussion; 6 yes; No abstentions; Motion carries.

Next meeting is Monday December 9, 2024

Submitted by,
Secretary
Jennifer Bennett