

FINAL
Conant Public Library Board of Trustees Meeting Minutes

Meeting Date: September 8, 2025

Attendance:

Present: Jennifer Bennett, Ann Goodrich-Bazan, Thea Marsh, Nichole Pelkey, Jenn Howe, Kristin Landry, Library Director Barry Deitz; Absent: Mary Gannon, Meggan Hodgman, Jeny Levissee,

Meeting convened: 6:38 p.m. meeting called to order by Thea.

Reports

Secretary's report

Nichole made a motion to approve the 08/11/25 minutes, Kristin seconded. No discussion. 5 yes, 1 abstention. Motion carries. Kristin made a motion to approve the 08/19/25 minutes, Nichole seconded. No discussion. 5 yes, 1 abstention. Motion carries.

Treasurer's Report

Kristin made a motion to approve the "Budget vs Actual" (July-August 2025) report and place it up for audit, Ann seconded. No discussion; 6 yes, no abstentions. Motion carries.

Director's Report

See attached report. The website has been live and today Barry spent a few hours updating pages. Barry will get in touch with Natalie regarding our sound system that is at the ELMMC Center. Barry will contact Mike Hammond about putting the key box back up on the outside wall in the back of the library.

Committees

Finance Committee

Ann made a motion to accept the proposed 2026-2027 Budget, Nichole seconded. 6 yes, no abstentions. Motion carries. Dan Berger (bookkeeper) has changed his business name to MCJ Business Services, LLC (hereafter written as "MCJ") and he would like us to use the new email dan@mcjbooks.com. Thea signed the agreement to continue employing Dan's bookkeeping services under the new business name. Thea will ask Dan to send us a cancellation letter of his bookkeeping services under the former business name. There will also be a new payroll method that Dan will teach Barry how to use. Payments to MCJ for bookkeeping services will now be automated. Dan will be meeting with Barry, Jenn, and Thea on September 10th at 5:15 p.m.

Policy/By-Laws Committee

Kristin made a motion to accept the Holiday and PTO Policy (Section IX - A) as amended, Nichole seconded. No discussion; 6 yes, no abstentions. Motion carries. Jenn made a motion to

accept the Employee Conduct Policy (Section V - F through J) as amended, Nichole seconded. No discussion; 6 yes, no abstentions. Motion carries.

Museum Committee

Did not meet. Jennifer sent an email tonight to set up a September meeting.

Building Committee

Back in August Stephen Pomeroy did a walk-through of the library with Barry, but has not followed up with any report. Thea will contact him to check-in on that.

Marketing Committee

Did not meet. Jennifer sent an email tonight to set up a September meeting.

Meeting adjourned: Nichole made a motion to adjourn at 8:20 p.m. Jenn seconded. No further discussion; 6 yes; No abstentions; Motion carries.

Next meeting is Monday October 6, 2025

(NOTE: One week earlier than usual)

Submitted by,
Secretary
Jennifer Bennett