

Conant Public Library Board of Trustees Meeting Minutes

Meeting Date: April 8, 2023

Attendance:

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

Public Meeting convened: 6:40 p.m. meeting called to order by Ann.

Election of Officers

- Jenn nominated Ann for Chair, Kathy seconded. No discussion; 6 yes, 1 abstention. Motion carries.
- Jenn nominated Thea for Vice Chair, Jeny seconded. No discussion; 7 yes. No abstentions. Motion carries.
- Jeny nominated Jennifer for Secretary, Thea seconded. No discussion; 7 yes. No abstentions. Motion carries.
- Thea nominated Jenn for Treasurer, Jeny seconded. No discussion; 7 yes. No abstentions. Motion carries.

Reports

Secretary's Report

Barry will check on the Uncategorized budget line item and determine what is in it to see if they should be applied to other line items. Jenn would like Barry to start using a PO system. Thea made a motion to approve the 03/11/23 minutes, Jenn seconded. No discussion; 7 yes, 1 abstentions. Motion carries.

Treasurer's Report

Kristin made a motion to approve the Treasurer's report as written and place it up for audit, Thea seconded. No discussion; 7 yes, no abstentions. Motion carries.

Director's Report

See attached report.

Committees

Policy/Bylaws Committee - Discussed "Public Health Policy," "Timekeeping Policy,"

“Unattended Child Policy,” “Patron Code of Conduct Policy” (Discussion by Mary re: Policy “O”;

acceptance tabled until next month), “Collection Development Policy” (Jennifer made a motion to accept the final version; Kristin seconded; 8 yes, no abstentions. Motion carries), and “Request for Reconsideration Form” (Thea made a motion to accept the final version; Jennifer seconded; 8 yes, no abstentions. Motion carries). Discussed/edited Mission Statement (Acceptance tabled until next month)

Finance Committee - See attached. Bar Harbor wants a list of all the Trustees with our names and signatures, so we passed around a sheet. Barry will reach out to Archie Jennings. **Museum Committee** - Did not meet. The appraiser asked Jeny to call him after Easter and she called him this morning. Thea tried to reach out again to the Keene State professor and she thinks she may not still be there. She will call to check. Jeny, Thea, and Jennifer are going to find a day to come in as soon as they can. Kathy Moorehouse joined the Museum Committee. **Building Committee** - They are going to create a checklist of things to look at and when to look at them.

Old Business

Board Directory - Added Kathy Moorehouse; Updated Terms (years) for Jennifer and Jenn.

New Business

Library Trustees Association - Ann will renew memberships (Ann, Jenn, and Jennifer) by bundling them. Annual Conference June 5th. New Trustee Training coming up; Ann will let us know when.

Email Addresses - Discussion re: creating new email addresses for all members under the conantlibrary.org address. Kristin is going to ask the School Board their procedure for creating new email addresses and what to do when a member leaves.

Meeting adjourned: 8:38 p.m. Jennifer made a motion to adjourn. Mary seconded. No discussion; 8 yes; no abstentions. Motion carries.

Next meeting is Monday May 13, 2023

Submitted by,

Secretary
Jennifer Bennett