

## DRAFT

### **Conant Public Library Board of Trustees Meeting Minutes**

**Meeting Date:** June 10, 2024

**Attendance:**

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

**Public Meeting convened:** 6:32 p.m. meeting called to order by Ann.

#### **Reports**

**Secretary's Report**

Jenn made a motion to approve the 04/08/24 minutes with noted amendments, Mitty seconded. No discussion; - yes, no abstentions. Motion carries.

**Treasurer's Report**

Jenn has a note already to check the details of the "Reconciliation Discrepancies" line item. Mitty made a motion to approve the Treasurer's report as written and place it up for audit, Thea seconded. No discussion; 8 yes, no abstentions. Motion carries.

**Director's Report**

See attached report.

#### **Committees**

**Policy/Bylaws Committee** - Talked about doing the Mission Statement as part of the Strategic Plan. Mitty worked on the Public Health Policy. Barry is putting final versions of the policies/bylaws on the website. Discussion re: not printing out every document for the meetings and using a projector during the meetings.

**Finance Committee** - No meeting. Next meeting is June 13th and Amy Bond cannot work with them over the summer in person, but can answer questions via email.

**Museum Committee** - See attached report. Jenn made a motion that pending confirmation that we would be able to export our data in the event of bankruptcy, that we sign up for the Basic Package of the accessioning software, Catalogit, at \$450/annually; Mitty seconded. No discussion; 8 yes, no abstentions. Motion carries. Jeny left messages and emails for the organ appraiser and will follow up again ASAP. If Jeny doesn't hear back from him by Wednesday, she will ask Annalise to look online for other organ appraisers.

**Building Committee** - Mitty and Thea met and looked over what they had identified last year to check the status. Water still seeps in one corner in the basement. It is time to start looking for grants for work on the exterior, primarily the rotten sashes on the windows, but also repainting peeling paint and removing the cement stairs on the side of the building. They will get in touch with Amy Bond re: getting the date for the last time the slate roof was inspected. They will also look into the electric situation and the water that stains the brick as it comes down from the flashing. Mitty will contact the town and remind them that we need the lock on the back door fixed ASAP.

### **Old Business**

Email Addresses - Only Ann received the new email address welcome email from Google even though Barry set all of our emails up the same way. He is going to go into Google Workspace again to see what went wrong. Barry purchased Vault which will save all of the Board emails from the conantlibrary.org addresses in perpetuity in the event that the Board member leaves the Board.

### **New Business**

Strategic Planning - Mary and Barry met back in April to discuss how to approach the process and what would be realistic in timing to get it done - 2 yrs, 5 yrs, 10 yrs, etc. Board may need to do a SWAT Analysis. Barry's three areas of concern & vision are in regards to the building in 5 years, the collection (including the museum) in 5 years, and the community relationship in 5 years. We will need to get together to put together specific S.M.A.R.T. Goals and look at strengths, obstacles, and opportunities in each area of concern. Discussion re: next steps - getting data from surveys, opinions from staff, and getting the Board together to tackle it.

**Meeting adjourned:** 8:40 p.m. Mitty made a motion to adjourn. Kristin seconded. No discussion; 8 yes; no abstentions. Motion carries.

Next meeting is Monday July 8, 2024

Submitted by,

Secretary  
Jennifer Bennett