

FINAL

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

**Meeting Date:** 08/12/2024

### **Attendance:**

**Present:** Jeny Levissee, Kristin Landry, Jenn Howe, Ann Goodrich-Bazan, Kathy Morehouse, Thea Marsh and Mitty Johnson

**Excused Absence:** Mary Gannon and Jenn Bennett

**Meeting called to order at 6:37 pm**

### **Reports:**

#### **Secretary's Report:**

Report from July 8, 2024 was reviewed and a small amendment was made to the report from the building committee. This was to address the recommendation from Amy at the Town Hall. The committee will need to submit a letter to the Board of Selectman to request an inspection of the library roof.

Mitty made a motion to accept the July 8, 2024 minutes with the above addition, Thea seconded, no discussion, 6 Yes, 1 Abstention, motion carried.

#### **Treasurer's Report**

Jen Howe presented two reports, Budget Vs Actuals and Individual Expenses. Moving forward as per request of the auditors these two reports will need to be reviewed and a motion made to approve each of them.

#### **Budget vs Actuals – Fiscal Year 2024 - July**

The 2024 final budget is being reviewed for submission to the auditors

Thea made a motion to accept the Budget vs Actuals – Fiscal Year 2024 – July report, seconded by Kristin, no discussion, 7 yes, motion carried.

#### **Individual Expenses – July 2024**

Item categorization for July is being completed. Barry noted that the summer is a very busy time with programming and that is why the expenses in July for events and programming will be higher than usual.

Mitty made a motion to accept the Individual Expenses – July 2024 report, seconded by Thea, No discussion, 7 yes, motion carried.

### **2024-2025 Budget Discussion**

Ann and Jenn Howe presented the 2024-2025 budget. The bottom line figure in the budget has been approved and is fixed, however with insight from the 2023-2024 budget adjustments to certain line items were made. In anticipation of a possible electric rate increase, an additional amount was shifted to that line item. Due to online and free training opportunities a reduction to that line item was made. Finally, staff wage increases and increases in Payroll taxes are now reflected in the budget.

### **Director's Report**

See attached report. Barry added that it has been a very busy summer. Checkouts, loans and patron visits are all up from 2023. Events were well attended and the collaboration with Access was successful. The Saturday craft table has been popular. The book and writing clubs are also going well. The summer programming will wrap up with a movie night on August 23. Looking to the Fall activities. At the Pickle Festival. there will be a book sale. Volunteers needed to help with bringing out the books (8:00am) and manning the table.

In researching the taxidermy specimens in the library collection it was found that based on their age it is possible that they contain arsenic. This element was commonly used in preservation of specimens greater than 50 years old. This could cause concern in handling the objects as well as bringing more of the collection to the public spaces. Most of the bird collection are behind glass so not a concern, but exhibits out in the open may need to be temporarily moved. Annaliese and Barry are looking into options for testing. There are companies that will come to a site and conduct the testing. It was also suggested that we could look into additional preservation grants.

### **Committee Reports:**

#### **Policy/Bylaws**

A note on the The Public Health Policy, it was approved in 2022 and will be added to the policy book and made available online. Library signage on masking was discussed and will be updated.

Section IX of the policy manual was discussed. This section covers staff Holiday. Vacation and Leave. Some revision is needed to this policy which will be done by the committee and presented to the board for review.

Jenn Howe suggested that a new policy be written that covers the Library closing or closing early. The committee will work on this policy for review at a future meeting.

### **Finance**

The monthly meeting was rescheduled to the week of August 19<sup>th</sup>.

### **Museum**

The Organ appraisal has not been received. Jeny L to follow up with the appraiser for the timeline.

The museum committee met and discussed the Herbert & Louise Whitney Fund Community Preservation Grant submission.

### **Building**

The building committee wrote a letter as recommended by Amy at the Town Hall to be presented to the Board of Selectman. The purpose of the letter is to request an inspection of the library roof for loose or missing slates. The inspection should also include the masonry with a concentration on where water has come off the roof and onto the sides of the building.

### **Old Business:**

Strategic Planning – will revisit at the next meeting.

### **No New Business**

**Next Meeting – Monday September 12<sup>th</sup>**

**Jenn H made a motion to adjourn the meeting, seconded by Mitty. 7 yes, no discussion, motion carried.**

**Meeting adjourned at 8:55**

**Respectfully Submitted by,**  
**Jeny Levissee (recording secretary)**