

Minutes of the Wead Library Board Meeting on November 14, 2022

Present: Melissa Benardot, President
 Jeanne LeClerc, Treasurer
 Anne Werley Smallman, Secretary
 Chris Eggsware, Vice President
 Lucille Poirier, board member
 Mary McDonald, Senior Clerk

Call to order: 7:03 pm by Melissa Benardot, Board President.

Motion to approve the minutes of the October 17, 2022 meeting by Lucille Poirier/second by Jeanne LeClerc. Approved unanimously.

Motion to approve the treasurer's reports of September 2022 by Chris Eggsware/second by Jeanne LeClerc. Approved unanimously.

Motion to accept the October 2022 bills as paid, by Lucille Poirier /second by Chris Eggsware. Question by Anne Werley Smallman re: reimbursement to CRusso for fleece - Mary McDonald explained that the fleece material was for a teen program; leftover material will be used in an unintentional second program with ARC clients. Question by Lucille Poirier re: Symquest bill - Mary explained the IT service by Symquest is sub-par. New quotes for IT service will be solicited in January. Approved unanimously.

Communications:

- Mary McDonald sent thank you notes to
 - A. Fields & P. Weill for fresh produce
 - Anja Bouchard at CEFLS for program/grants
- A thank you note was received from Flanders Elementary School 4th grades for participation in the Native American presentation.
- A thank you note was received from the family of Kathleen Marceau.
- Email received from Audrey & Tom Stickney (family of Kathleen Marceau) regarding donation toward memorial feature in children's room. The library staff's suggestions of sensory items with a memorial plaque was warmly received and the financial donation to purchase those will be forthcoming.

Library Report by Mary McDonald: *see attached*

Librarian's Report by Chelsie Russo: *see attached*

Old Business

- Revised hours: while the new hours were noted in previously accepted minutes, it was suggested that a formal motion/vote be made.

Motion by Lucille Poirier/ second by Chris Eggsware to modify the open hours of Wead Library to: Mon/Tues/Fri 10-6; Wed/Thurs 10-7; Sat 10-3. Approved unanimously.

No New Business

Executive Session: The trustees entered Executive Session at 7:31pm to discuss personnel matters relating to appointment, promotion, and job descriptions upon motion by Chris Eggsware/second Lucille Poirier.

Motion to leave executive session by Chris Eggsware/second by Lucille Poirier at 7:45pm.

The next regularly scheduled board meeting will be January 23, 2023 at 7pm.

Adjourned at 7:46pm on motion by Jeanne LeClerc/second Lucille Poirier.

Respectfully submitted,
Anne Werley Smallman
Board of Trustees