

Minutes of the Wead Library Board Meeting October 16, 2023

Present: Melissa Benardot, President
Anne Werley Smallman, Secretary
Chris Eggsware, Vice President
Lucille Poirier, board member
Jeanne LeClerc, Treasurer
Chelsie Russo, Librarian I
Mary McDonald, Principal Library Clerk

Call to order: 7:05 pm by Melissa Benardot, President

Motion to approve the minutes of the September 18, 2023 meeting by Chris Eggsware/second by Lucille Poirier. Approved unanimously.

Motion to accept the June 2023 treasurer's reports, by Chris Eggsware/second by Lucille Poirier. Approved unanimously.

Motion to accept the September 2023 bills as paid, by Jeanne LeClerc/second by Chris Eggsware. Approved unanimously.

Communications:

- Mary McDonald sent thank you notes or emails to:
 - Anonymous monetary donation
 - Book Sale volunteers
- CSLP (Collaborative Summer Library Program) statewide newsletter featured our staff members and the Elephant & Piggie Friendship Party. CEFLS brought it to our attention.

Library Report by Mary McDonald: *see attached*

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

Old Business

- **Trustee Training**
Lucille Poirier shared what she learned in her training on Book Challenges. Chelsie Russo reviewed the Wead policy on Collection Development and challenges with those present.
- **Director & Officer Insurance**

Further to a previous conversation, Mary McDonald reached out to our insurance agency (King-Clark Insurance) to ascertain our coverage, and we are covered for five trustees. Mary provided a copy of the coverage to the trustees.

- **Roof update**

Leak seems to be caught by the bucket(s); the roof contractor has not returned to fix it. Mary McDonald is following up with Malone CSD, historic preservation agencies, the architect and other avenues.

- **Funds for PT Librarian I**

Karlee Martin is working 3 hours per week, which is paid out of the Professional line item in the budget; additional funds need to be added to the item in the budget by moving funds from the part-time line item. Mary proposes moving three to four months of salary funds at a time, rather than enough to cover an entire year.

Motion by Anne Smallman, second by Lucille Poirier to move \$1100.00 from the part-time salary line item to the professional line item to cover Karlee's Librarian I salary through December 2023. Approved unanimously.

New Business

- **Conference & Travel Policy**

Motion by Lucille Poirier, second by Jeanne Leclerc to accept the draft Conference & Travel Policy with proposed amendments. Approved unanimously.

- **Computer Use & Internet Safety Policy**

Motion by Chris Eggsware, second by Jeanne Leclerc, to accept the draft Computer Use & Internet Safety Policy, with proposed amendments. Approved unanimously.

The next regularly scheduled board meeting will be November 20, 2023 at 7pm

Adjourned at 8:31 pm on motion by Lucille Poirier/second by Jeanne Leclerc.

Respectfully submitted,
Anne Werley Smallman
Board of Trustees