

FLETCHER MEMORIAL LIBRARY BOARD OF DIRECTORS

Meeting minutes 12-09-21

Present: Cardwell, Davis, Haldas, Regan, Larsen, Burton, O'Brien, Andstrom

Absent: Kaye, Murtha

Call to order: 4:20 PM

Audience for citizens: None

Seating of alternate: None

Approval of minutes: Motion to accept minutes with corrected misspellings by Regan, second by Haldas. Unanimous approval.

Bookkeeper's report: Accepted 'AS IS' with exceptions noted.

Larsen: Report does not accurately reflect our book purchases. We have already spent \$176.99 from Robertson Fund.

Nelson Fund has been spent in full, so this information can be removed from the accounting

Not reflected in report: \$800.75 profit from Book/Bake Sale

Andstrom reported that the event a 'big success' – kudos to volunteers.

Librarian's report (Andstrom):

Healthy attendance figures for November.

In person story time events will start in January '22.

Andstrom plans new 'Story and Crafts' events for children older than Story Hour attendees. Deb may require front desk assistance at these times.

191 volunteer hours reported for month of November.

Assistant Librarian's report (Larsen):

Need to transfer \$1,250 from Robertson Account – 3 Board officers (Board Chair, Treasurer, Secretary) to go to Key Bank in Mansfield to become account signatories. When writing a check, 2 of the three need to sign.

Ongoing business:

1. Cardwell clarified that the librarian's salary after a \$1/hour increase would be \$19/hour, rather than \$18/hour reported in November. Librarian will receive the same bonus amount as last year.
2. Open board positions have been filled.
 - Andrea Kaye – accepted at last meeting.
 - Lee Astin – has accepted position.
 - Move to accept by Regan, 2nd by Davis, unanimous approval.

3. Dehumidifier - donation from M. Murtha.
Davis and Haldas to move to basement and install
4. New recording secretary post filled – Mark Davis.
Move to accept Burton, second O'Brien. Unanimous approval.
5. Cardwell has discussed bookkeeping needs with the Library's accounting firm, Shane, Lavertil in Willimantic. They will estimate the cost of doing the work after Luci delivers a copy of her books to them. Cardwell will contact Luci to arrange.
6. Report on programs:
Children's program to start up Jan. 7.2021.
Senior Services: Deb has contacted Lisa Grady to find out who may want books delivered. Deb happy to deliver books.
Gallery: No show planned for December. Events lined up through Oct. 2021.
Music: Davis to investigate possibility of holding indoor music events in Activity Room.
Book sales: Board voted to approve purchase of 4 folding tables @\$50 each to use at book and bake sales, and other library events.
Building & Grounds: Larsen suggested need for a ceiling light fixture to light dark back hall – Cardwell to put on 5-year Plan.
Need for more electric outlets in building (other than Activity Room) noted.
Cardwell will contact Stan Crawford to confirm that he has winterized the pond.

New business:

Budget for 2022: Possible to keep the 2021 budget outline for 2022 but adjust figures to reflect this year's COVID-related changes. Cardwell to review and make estimations. To be presented at next month's meeting, Jan. 2022. (Note from Cardwell: If the budget needs to be presented to the town prior to our meeting on 1/13/2022, I will circulate the draft budget to Board members before submitting it to the town.)

Adjourned: Motion to adjourn Davis, 2nd Burton. Meeting ended at 5:25 PM.

Respectfully submitted,

Mark Davis, secretary