

## Bethlehem Public Library Trustee Minutes – February 11, 2019

Members Present: Doug Harman, Sara Plumley, Nora Clark, Mike Culver, Lisa Ffrench, Barbara Szeidler & Len Grubbs

Librarian Present: Laura Clerkin

Meeting Commenced at 7:00 PM

### **Meeting Minutes**

Nora clarified in the new business section that instead of '5 year plan' the library is doing a 'capital reserve fund'. Other than that correction, Len made a motion to accept the minutes as written. The motion passed with 2 abstaining.

### **Treasurer's Report**

Len passed out the report. The library is \$1200 favorable being one month into the yearly budget. Doug wondered about distributing the budget ahead of the meeting. Len said that usually it is not ready until a day or two before the meeting. Nora made a motion to accept the report as written, Mike seconded and the motion passed.

### **Old Business**

Len wondered about the snow shoes and packs that were purchased and wondered about limiting the liability when using those items. He suggested a liability waiver that absolves the library from any liability from injury. Laura clarified that the library was doing themed backpacks that families or individuals wished to take them out. After discussion, it was deemed it would be responsible for the library to do that with the awareness that a lawsuit could still follow.

### **New Business**

There was nothing to report by the technology, HR or finance committees. The bylaws and policy committee updated the Equipment Use Policy. Len moved that we accept the updated Equipment Use Policy with Barbara seconded. The policy was accepted unanimously. The Computer and Internet use policy was discussed next. Barbara suggested the consistent use of 'patrons' plural. Last sentence on

page five, use 'material' only once. With those corrections, Nora made a motion to accept The Computer & Internet Use policy as written with Sara seconding. The motion carried. The General Use policy was discussed and it was put forward to accept by Barbara with Len seconding. The motion passed unanimously. The committee will next seek to update the collection development.

## **Librarians' Report**

Navarra's sent an e-mail to Laura that said a large tree was needing to come down and gave a quote of \$1750. He was not sure if it was on the library's property or not. It is dead and he has picked up limbs from where they have fallen. It appears that he is referring to a tree to the left of the library toward the Tuckers property.

The Friends approved the new furniture and Laura is just waiting on quotes before ordering.

Donna Tholl (on the Friends board) has been cleaning the library since the library moved to the new building. She has not been able to clean the library for the last 3 weeks due to health issues. Laura and her daughter have been doing it. Laura does not think Donna will be able to return for a while and at the least she need to have a backup. Laura has looked into another cleaning company who did not return their calls. Littleton Library uses an employee and another cleaning company wanted a contract. Laura is going to have a conversation with Donna to say in the future she needs to have the backup.

Lisa wondered if we had a date for the book sale. Laura said it is around 4<sup>th</sup> of July week.

Len made a motion to adjourn at 7:41 pm. Doug seconded the motion with the motion passing unanimously.

Respectfully submitted,

Sara