

Approved 1-11-21 JB
BRATT

Conant Public Library Board of Trustees Meeting Minutes

Meeting Date: December 14, 2021

Attendance:

Present: Jennifer Bennett, Ann Goodrich-Bazan, Denis Murphy, Jeny Levissee, Kristin Landry, Jenn Howe, Barb Depew, and Library Director Barry Deitz; Excused Absence: Amaret (Mitty) Johnson

Public Meeting convened: 6:35 p.m., meeting called to order by Barb.

Reports

Secretary's Report

Denis made a motion to approve the 11/09/21 and 11/23/21 minutes, Jenn Howe seconded. No discussion; 7 yes, 1 absent; no abstentions. Motion carries.

Treasurer's Report

See attached Treasurer's Report. Discussed the need for a cloud-based version of QuickBooks due to current lack of dedicated bookkeeper/board space at the library (and other scheduling reasons) so that Jenn, Roberta, and Barry can access whenever and wherever they require. Ann made a motion that we transition to Quickbooks Online, Denis seconded. No discussion; 7 yes, 1 absent; no abstentions. Motion carries.. Jenn Howe will work with the bookkeeper to make this transition in January 2022. Denis made a motion to approve the Treasurer Report as presented, Ann seconded. No discussion; 7 yes, 1 absent; no abstentions. Motion carries.

Director's Report

See attached Director's Report. Denis made a motion to approve up to \$500 to spend on plexiglass shields for the front desk, Jennifer seconded. No discussion; 7 yes, 1 absent; no abstentions. Motion carries. Barry will call Karey Miner to ask Henry Audet to fix the light on the front porch. Barry and Ann will get in touch with each other regarding the Assistant Director applications. Denis made a motion to approve the Director's Report as written, Ann seconded. No discussion; 7 yes, 1 absent; no abstentions. Motion carries.

Old Business

Lockbox update

Denis has not had the chance to change the lockbox code and he will do so in the morning and will let us know the code.

Warrant Article for HVAC

Ann said that warrant articles by petition are due January 7th. Denis said that since the town owns the building, he needs to meet with the Board of Selectmen since it's technically going to be *their* warrant article and not ours. Discussion re: timing to send out bids. Denis said that we should pay into the capital reserve fund and then move forward once we reach the amount we need. Denis will go down to talk to the Selectmen and send us a status update.

New Business

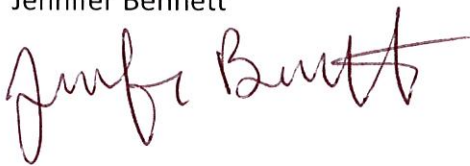
Policies:

- **Vacation Time:** Discussion re: amending paid vacation policy drafted by Mitty Johnson. Denis made a motion to accept the Paid Vacation policy (for salaried employees) as amended by Ann. Ann seconded. No discussion; 7 yes, 1 absent; no abstentions. Motion carries. Denis made a motion to accept the amendment re: maximum number of accrued paid vacation days. Ann seconded. No discussion; 7 yes, 1 absent; no abstentions. Motion carries.
- **COVID-19 Vaccine Policy:** Discussion re: whether or not we should require employees to be vaccinated against COVID-19. No vote on this issue tonight. Barry will contact other libraries to see what their vaccine policies are and we will re-visit.

Meeting adjourned: 8:40 p.m. Denis made a motion to adjourn. Jennifer seconded. No discussion; 7 yes, 1 absent; no abstentions. Motion carries.

Submitted by,

Jennifer Bennett

A handwritten signature in dark ink, appearing to read "Jennifer Bennett", written in a cursive style.

Income	Month		5	Nov-21
	Forecast	Actual		Variance
	2021-2022			
Town Appropriation	36,906	88,575		(51,669)
Other Library Income	-			-
Book Sales	208			208
Replacement Items	21			21
Copier Income	83			83
Library Donations	31			31
Museum Donations	10			10
Fines	83			83
Grants	-	3,155		(3,155)
Interest	2	1		1
Membership Dues	25	10		15
Other/Misc	42	5,526		(5,485)
Refunds/Rebates	-			-
Subtotal	506	8,692		(8,186)
Trust Funds	5,000	4,774		226
Edith Atkins	4,000			4,000
Subtotal	9,000	4,774		4,226
Total Income	46,413	102,041		(55,629)

Expenses				
Auditor	271			271
Bank Fees	21	76		(55)
Custodial Supplies	83	2		82
Electricity	1,125	641		484
Heating Oil	3,125	6,600		(3,475)
Water & Sewer	208	226		(17)
Payroll	27,768	26,757		1,010
Health Insurance	6,250	2,459		3,791
FICA	-	3,201		(3,201)
Medicare	-			-
Alarm System	250	396		(146)
Telephone & Internet	667	744		(77)
Insurance - Other	2,708			2,708
Essential	42,476	41,102		1,374
Advertising & Notices	42			42
Computer	1,583	168		1,416
Dues/Fees	42	1,312		(1,271)
Furniture/Equipment	208	4,382		(4,173)
Office Supplies/Postage	667	647		19
Other/Misc	-	89		(89)
Training & Education	167			167
Website	-			-
Ops Subtotal	2,708	6,598		(3,890)
Bindery	33			33
Books	3,750	1,800		1,950
Copier & Printer	250	602		(352)
eResources	854	976		(122)
Magazines	292	233		59
Maintenance & Repair	1,958	1,656		303
Multimedia/DVD	333	464		(130)
Museum	208			208
Programs	833	1,505		(671)
Library Services	8,513	7,235		1,278
Total Expenses	53,697	54,934		(1,237)

Net Income/(Shortfall)	(7,284)	47,107
Red 7 mo town income		(51,669)
Additional Oil		4,375
		<u>(186)</u>

Conant Public Library
Profit & Loss
 July through November 2021

	Jul - Nov 21
Ordinary Income/Expense	
Income	
Grant	3,155.00
Interest Earned	0.79
Membership Dues	10.00
Other Income	5,526.35
Town Funds	88,575.00
Trust Funds	4,774.27
Total Income	102,041.41
Expense	
Alarm System	396.00
Bank Fees	76.00
Books	1,800.25
Computer	167.55
Copier Expenses	601.54
Custodial Supplies	1.58
Electricity	641.14
eResources	975.68
Fees/Professional Dues	1,312.34
Furniture & Equipment	1,218.72
Grant Expense	
ARPA	3,163.02
Total Grant Expense	3,163.02
Health Insurance	2,458.76
Internet	46.90
Library Supplies	975.66
Magazines	232.99
Maintenance & Repair	680.00
Multimedia/DVD	463.78
Office Supplies	557.23
Oil	6,600.00
Other Miscellaneous Expenses	89.00
Payroll Expenses	
Payroll Liabilities	3,201.36
Payroll Expenses - Other	26,757.25
Total Payroll Expenses	29,958.61
Postage	90.00
Programs	1,504.65
Telephone	696.90
Water & Sewer	225.81
Total Expense	54,934.11
Net Ordinary Income	47,107.30
Net Income	47,107.30

Conant Public Library

Profit & Loss

November 2021

	Nov 21
Ordinary Income/Expense	
Income	
Interest Earned	0.11
Membership Dues	10.00
Total Income	10.11
Expense	
Books	109.80
Computer	93.99
Copier Expenses	224.48
Custodial Supplies	1.58
eResources	60.00
Fees/Professional Dues	179.00
Health Insurance	-929.56
Library Supplies	30.99
Maintenance & Repair	160.00
Multimedia/DVD	162.66
Payroll Expenses	
Payroll Liabilities	367.07
Payroll Expenses - Other	4,471.71
Total Payroll Expenses	4,838.78
Postage	90.00
Programs	304.52
Telephone	145.97
Water & Sewer	113.06
Total Expense	5,585.27
Net Ordinary Income	-5,575.16
Net Income	-5,575.16

"I find television very educating. Every time somebody turns on the set, I go into the other room and read a book."

Grouch Marx

Director's Report
Conant Public Library
December 2021

Programs Scheduled: Not much right now during this transition, but we have a Meet the Director gathering on the 17th and the Genealogy Club on December 29th. On the website we also announced the startup of Maker Mondays, a regular afterschool LEGO playtime.

Upcoming Programs: The monthly Book Club meeting will start up again on January, 24, 2022.

I plan to start a Mystery Book Group as well, a BYOB (Bring Your Own Book) discussion that each month will meet to discuss a different type of mystery story.

The Great Harry Potter Reread will be announced with a schedule for reading the whole series during 2022, with accompanying events as we progress through the year. Give 10 away?

Approach area artists about displaying their artwork up in the library. Creating a Conant Gallery along back entrance wall.

With the recent death of Anne Rice, I'd like to do a Vampire Literature program via zoom.

Talked with Karen at Thayer Library about some collaborative Teen programming.

Online Activity: Doing a Book of the Day post on Facebook every day the library is open through the week, highlighting a book in the collection. And a Saturday Shelfie for the weekends.

Updated the website content, adding new events. Want to add a Library History page to it.

Need a new, more detailed history for the Wikipedia article on the library.

Maintenance: There seems to be no means to change the front porch light. Ed says his ladder will not reach it. There's a problem with the sump pump he uses to drain the sink downstairs and we may need to get someone to look at it. And he is working on our mouse problem with new traps.

We removed the ghastly, yes ghastly, spinners and sent them to perdition (aka the crypt)

We need to think about adding plexiglass shields at front desk and replace the rather make-shift ones we now have.

Staff Development: Begin search for Assistant Librarian!

Statistics:

● **Patrons Served**

December	
Loans	108
Renewals	6
Holds	2
Fines	3
Adult Patrons Served	62
-12 Patrons Served	10
Computer Used	4
Print Copy/Fax	2
Active Programming	10

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PTO Policy for Director (Salaried)

Employees will accrue vacation time monthly based on hours of work per month. Vacation time may be taken after three months of employment.

Vacation time that has accrued in line with this policy that has not been used at the time of separation will be reimbursed at the employee's hourly rate after 60 days notice. Employees must arrange vacation time in advance with their supervisor after making adjustments to the schedule. Sick time is not to be used as vacation time.

Maximum number of days that may be that may be accrued 25 days.

Director:

1st year 10 days after 3 months of employment

2nd year 15 days after anniversary date

5th year 20 days after 5th anniversary date

Approved BOT 10/14/2021