

Approved August 9, 2022

Thayer Public Library  
Board Meeting Minutes  
July 12, 2022

Attending: Paul Taylor, Chris Faucher, Jennifer Bellan, Janet Marsh, Amanda Lunt, Julie Martinelli, Karen Berthiaume (librarian), Ian Howes (member of the public)

Convened: 6:04pm

Secretary Report – May 10 minutes reviewed, amended, one item to be discussed later in meeting, all affirm.

Librarian Report – Librarian reminds trustees of upcoming event on August 20 (Reptile Show). Janet Marsh reiterates that an adult MUST accompany child to this event. Julie Martinelli to post event on town digital media (Winchester Working Together). Asks for revised brochure. She and Karen will work on that. Julie and Karen are planning several programs for both children and adults. The portable library will start at the Learning Center on Thursday (July 14, 10am). Donations from a community child for the children's book room and from a trustee (Paul Taylor) received. Karen will need help putting up the tent for the reptile show (and later, for the book sale).

Treasurer Report – Bookkeeper (Roberta Royce) is now up to date with Quickbooks. She needs to help Chris Faucher (treasurer) finalize how he accesses system. Money from the rental line should be used for payment of utilities. Town requested square footage of apartment so the calculation of utilities as owed by apartment can be updated. This figure will determine amount to be transferred for payment, which Chris will do. Delineation of tasks between treasurer and bookkeeper continues. Suggested that Roberta to do payroll to save money and conflict of interest.

Per town, the librarian's card should be phased out, but will keep bank card by setting spending limit. Auditor wants Thayer to get credit card instead of gift or debit card. Current balance on card is \$194 and change. Annual town money to come this month. The treasurer will need to write letter asking for this disbursement once alerted by town that it is ready. Approximately \$14000 in account where this money will be deposited.

Prepay for heating is too early in the season. Janet will call the end of August to get this set.

Amanda's name is coming off at Business Systems (payroll) and Chris and Janet's name added.

Report called for approval – all affirm.

List of grant items to be purchased submitted by librarian. Total of grant request \$981.81. Items: indoor/outdoor sensory table for toddlers and kids, wooden activity table for use with LEGO bricks, educational insights geo safari talking globe, treetop adventure & activity center, and 2 Amazon Fire 7 kids edition tablets. Janet will work with Karen to write the checks for these purchases. Check from grant will be deposited.

Part-time librarian – current librarian needs vacation/time off. Librarian states she has the job description ready. Discussion about trustee and librarian role in hiring process. Jenn Bellan defers to procedure outlined in trustee manual. No particulars are determined but it's decided that eventual vote is done by trustee board.

Code of Conduct – Paul hasn't written document yet. Will submit at next month meeting.

Discrepancy noted on last months minutes – librarian now reports that the figure for the state library annual report was taken from the old catalog (Book Cat). She states that she “has done no weeding” and as she did not transfer the old catalog to the new catalog (Alexandria) the numbers between the two catalogs do not match. Amanda Lunt believes we shouldn't count what happened in the past and start “from now” and go forward. Karen states Jenn didn't show her how to transfer the old to the new before Jenn left as librarian, but Jenn maintains she did. Jenn points out Karen has been the current librarian for 5 years. Amanda claims the problem is due to “how [Jenn] left” five years ago.

Chris and Ian (member of public) discuss a system that uses scanning technology for circulation and cataloging. Jenn interjects that this is what Alexandria is. Janet suggests she and Jenn will work with Karen to do this task. Chris suggests this is something the assistant could do.

Research into AV potential purchases presented by Julie Martinelli. ION projector (indoor/outdoor)--79.95, ASURION accident protection plan--\$9.99, projector screen with stand (100 inch)--88.90, ASURION electronics 2 year protection plan--\$59.99, Epson home cinema projector--\$899.99, projector tripod--\$34.39 for TOTAL of \$1173.21. Vote to approve, all affirm. Money to be spent from operations, tech category.

No movement concerning estimates for the work to be done in the stairwell.

In an effort to bring more younger people into the library, an on-going discussion about purchasing a metal detector and have demonstrations. Gale Hopkins (local resident), who has this as his hobby, was approached by Janet, but he isn't comfortable in front of a crowd. Janet's son-in-law, Greg Patnode will be available after September of this year. Library to purchase 1 adult metal detector and 2 kids metal detectors. Karen suggests we contact a Marlborough business for their recommendation for the ruggedness of the kids ones (not sure of name of business). Julie will finalize research for this purchase, but board approves purchase estimate of \$900 (programs line in budget) so as not have to wait another month for approval and can move on the purchase. 5 approve, 1 abstain (Chris).

Another program proposed is magnet fishing in the Ashuelot. More on this at a later meeting, but tentative date of Sunday, October 9<sup>th</sup>, facilitated by Ryan Jack.

Karen is up for a raise next month. Jenn asks if we didn't just do that. Clarification was that trustees were late for LAST year's salary increase.

Amanda wishes to step down as co-chair of board as she will be very busy with her daughter's upcoming academic activities. She will call in as alternate if meetings do not reach physical quorum of 4. Janet nominates Paul Taylor as co-chair, 2<sup>nd</sup> by Chris, all affirm.

Ian Howes has expressed interest in becoming a trustee. Karen gave him a blank town volunteer form and Jenn will get him a copy of these minutes via email REDACTED.

Adjourn: 7:21pm

Respectfully submitted,

*Jennifer M Bellan*

Board Secretary

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