

Thayer Public Library
Board Meeting Minutes
March 8, 2022

Attending: Amanda Lunt, Paul Taylor, Chris Faucher, Jennifer Bellan, Janet Marsh (trustee candidate), Karen Berthiaume (librarian)

Convened: 7:03pm

Introduction by chairperson of Janet Marsh who is running in town election to become a library trustee.

Approval of Agenda – Amanda Lunt motioned for approval/Chris Faucher 2nd, all affirm.

Approval of Minutes – Ones from December 1, 2021, Chris Faucher moved to approve, all affirm. The prior meeting minutes will need to be approved at next meeting as well as the “minutes” from December 1 to the end of February (public meetings did not happen).

Librarians report – Christmas and Indigenous authors programs were well attended, sizable donation of books and antique book ends from Ken and Karen Berthiaume, preparation for indoor book sale, gifts from local authors, games gift from the Spidel Foundation.

The outdoor sign is in great disrepair. Fixed as much as it can. The sign is used regularly and needs to be replaced.

Computers

Librarian's computer is too slow to work properly – Amanda Lunt took it to repair shop to see what could be done/checked for viruses, recommended upgrade in internet plan, and a new digital hard drive. In meantime, a hard drive that was taken from a different computer (also one that needs to be fixed) can be used as a interim hard drive for the librarian computer.

Motion to upgrade librarian computer with a new digital hard drive, Paul Taylor, 2nd by Amanda Lunt, all affirm.

Questions about librarian's report to be addressed at next meeting as librarian had to leave due to not feeling well.

Financial

All accounts now transferred to Savings Bank of Walpole with their proper titles and numbers of accounts-- all required forms now signed board members including the Articles of Agreement of a New Non Profit Corporation, a form required to be registered with the state.

Librarian Discretionary account now set up. Initial amount deposited was x\$1000 because retro purchases need to be made. Ultimately, the balance will be set at \$200 moving forward.

Librarian Job Evaluation

Evaluation elements form came from town hall. The form will need to be revamped to include library specific duties that reflect job description – 3 board members signed off on the evaluation. Pay raise

for librarian to **REDACTED**/hour, 3 affirm/1 nay. Pay raise to start from November 2021, motion by Chris Faucher, 2nd by Paul Taylor, all affirm.

Librarian to hire new assistant – possibly the new librarian at the Conant would want an extra 4 hours a week. Librarian to write down what duties this new person will perform. Chris Faucher suggested training of new employee would be done by cross-training with Conant instead of librarian training the new assistant.

Jennifer Bellan to meet with librarian for her assessment about library management system (Alexandria). Paul Taylor suggested the assessment could be done by entire board with the librarian presenting (computer could be hooked up to projector).

Recommended that Craig Osborne continue to service the lawn.

Non-public session not entered into formally because special forms not available. Informal discussion about concerns were addressed.

Annual Trustee's Conference to be held this spring. Discussion about attending the conference to take place at next meeting.

Adjourn: 9:07pm

Respectfully submitted,

Jennifer M Bellan

Board Secretary

Approved: May 10, 2022