

Westhampton Public Library Board of Trustees

Date: 7.11.23

Time: 6:00pm

Community Room Westhampton Public Library

In-Person and Virtual Meeting

Present: Anne Marie O'Reilly, Meghan Schwelm, Deb Estelle, Angela Griefen, Caralyn Whipple, Deb Smith via Zoom.

Absent: Jackie Brodeur

1. Call To Order at 6:06 pm
2. Minutes from Last meeting: approved
3. Treasurer's Report: Library Gift Account: \$20,471.39; Deferred Town Monies: \$4,148.20; State Aid: \$6,400.84; Library Building Account: \$3,594.48.
*Note: The CW Mars membership is due and that will be \$4,039.00 and will be paid from the State Aid line item.
*Note: Meghan will also be submitting the two final Warrants to finish out the Fiscal Year. This will reduce the Deferred Town Monies by approximately \$1,000 leaving monies to be returned to the Town of approximately \$3,000.
4. Director's Report as written, and:
 - a. Water damage to the ceiling in the library and possible additional leaks in other areas of the library. Meghan has contacted roofing contractors to come and assess and to make recommendations for repair. She will also speak to Doug Finn, Administrative Assistant for the town, regarding insurance coverage. Meghan will keep the Trustees informed as information becomes available regarding the scope, necessity, and cost of these repairs.
 - b. Parking lot repairs have been made by the Highway Department. Meghan will contact the Highway department to ask if there might be a more permanent solution to control erosion and to keep the pothole from re-opening.
 - c. Policy Binder and updates to the online Library Policies. Library staff are creating a binder for library patrons to access that will include all library policies and forms. It was noted that the Community room Use Form and the Outdoor Use Form are currently under review and development and are not currently posted on-line. Meghan will ensure that these are posted once they have been finalized by the Trustees.
 - d. Movie Nights: the question was raised about continuing these events. The Trustees agreed to the continuation of these community events and to make funds available to have them continue. It was brought up that a major consideration of continuing is increasing attendance at movie nights. To increase attendance there is the need for more comfortable seating. We would need to acquire some additional chairs and planning where they will be stored.
5. Friend's Report: No report, as they did not meet.
6. Old Business:

a. The Review of the Community Room and Outdoor Use Policies was continued until the next Trustee meeting in September.

b. Judd House Painting: Meghan met with Phil Dowling to discuss the work remaining and it is not as extensive as originally thought. Peeling paint has been noticed on the soffits and some mildew on the back side of the building. It was suggested that more frequent painting might be required due to the age of the building. The current priorities for the building are to deal with the roof and the leaking and then the remaining painting.

7. New Business:

The contracts for the Library Director and Youth Services Librarian have been signed and are in effect.

8. Any other Business to come before the Trustees, not anticipated at the time of posting of this agenda:

Anne Marie let the Trustees know that she would be away on 8.24.23 and 9.7.23 and would not be available to sign the Warrants on those days. Angela will sign the Warrants.

Meeting Adjourned at 7:30 PM

Next Meeting: 9.12.23.

Submitted by: Deb Estelle, 9/8/23.