

Westhampton Public Library Board of Trustees

Date: 1.9.24

Time:6:00pm

Community Room Westhampton Public Library

Virtual Meeting

Present: Meaghan Schwelm, Anne Marie O'Reilly, Angela Griefen, Caralyn Whipple, Deb Smith, Jackie Brodeur, Deb Estelle

Absent:

1. Call To Order 6:05pm
2. Minutes from Last meeting: Approved
3. Treasurer's Report: Reviewed and Accepted as written
 - Building: \$3,594.48
 - State Aid: \$4,895.76
 - Deferred Town Money: \$66,046.72
 - Gifts: \$19,379.45
4. Director's Report: Reviewed and Accepted as written
 - Of Note is that there were 68 hours of Volunteer Hours in the month of December.
5. Friend's Report meeting rescheduled for 1.23.24
6. Old Business:
 - A. Finalize the Budget for next Year. The budget was reviewed and approved by the Trustees as projected. This includes increases in Personnel and Repairs and Renovation line items. Unanimous approval. Meaghan will send the Budget proposal to the Finance Committee, and she will let the Trustees know when the Finance Committee Meeting is scheduled for.
 - B. Discussion regarding Gift to Library and investment opportunities. Jackie has contacted Bartholomew Group and spoke to a broker there about investing the \$25,000 gift into some kind of an interest bearing account. Susan would be willing to come to a Trustees Meeting to discuss options and possibilities. Meaghan will speak with the Town Treasurer, Ryan Mailloux and Town Accountant, Joe Boudreau. The Trustees need to make a decision regarding these options by May.
 - C. 2 of the public computers have been updated, Meaghan hopes to update the third public computer with a laptop this spring. There is a possibility that staff computers can be updated using ARPA funds. Meaghan will keep the Trustees informed.
 - D. Draft Outdoor Use Policy Reviewed and some modifications were made to the Draft before it was accepted by the Trustees.
 - a. Under 18 year old individuals requesting to use the outdoor space must have an adult sponsor or co-signor.
 - b. The amount of time needed for review and approval of a request to use the outdoor space was changed to 6 weeks prior to the event.
 - c. Meaghan will ask Doug what the Town's Insurance covers.

- d. Angela will ask her insurance agent what the process is for securing an Insurance Binder to cover the use of the library grounds.

7. New Business:

There is a Public Library Association Meeting in April. Meaghan will attend. She requested that the Trustees approve that the Membership fee of \$247 for membership In the ALA/PLA be paid from the Professional Development funds that the Library has available . Approved

Reminder that Town Caucus is coming. There are 2 Trustee positions that will be renewing.

Any other Business to come before the Trustees, not anticipated at the time of posting of this agenda: None

Meeting Adjourned: 7:48pm

Next Meeting: 2.13.24

Submitted By: Deb Estelle