

# LIBRARY TRUSTEES' MEETING

December 11, 2023

5:30 PM

## PRESENT

David Hickernell, Chris George, Kate Norton, Laura Stevens and Natalie Ducharme. Kate Norton called the meeting to order at 5:34 PM.

## MINUTES

On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to accept the revised minutes for November 14, 2023.

## TREASURER'S REPORT

The November treasurer's report was tabled for this meeting. It will be presented at the 1/29/24 meeting. Ms. Ducharme reported that we have not received the town's expenditure report yet

The bills to pay are as follows:

1. Amazon Capital Services - # 1K3Q-HFRK-W1YR - \$2,098.37  
Pay invoice for purchase of action figures, Disney figures, standing desk, Lottie dolls, American Girl doll clothes & accessories, themed LEGO supplies for LEGO programs, Tonies' carry cases.
2. Amazon Capital Services - # 1XL4-H4KG-4GQL - \$5,912.32  
Pay invoice for purchase of 8 individual tables for Kelly Room that are modular. Themed LEGO supplies for LEGO programs, action figures and American Girl Doll clothes & accessories
3. Amazon Capital Services - # 19XP-MVRW-4PMR - \$882.14  
Pay invoice for purchase of action figures, Disney figures, LEGO supplies for LEGO program, graphic novels for Adults, and professional collection books
4. AWE Acquisition, Inc. - # KELLEY2300 1-1 - \$3,164.00  
Pay invoice for purchase of preschool AWE computer to replace the older model
5. Library Ideas LLC - # 104422 - \$866.04  
Pay invoice for purchase of 20 Vox talking books for the Wonderbook Collection
6. LiteZilla, LLC. - # 1911 - \$11,072.00  
Pay invoice for purchase of magnetic gear wall (4'x6") and extra gears, 2 lightbright minis, with extra light pegs to create a sensory wall
7. Natalie Ducharme - Tonies Reimbursement - \$660.67  
Pay reimbursement for purchase of 37 tonies for new Tonie collection with personal credit card
8. S & S Worldwide, Inc. - # IN101307939 - \$2,028.55  
Pay invoice for purchase of 4 new bookcases for children's fiction collection.
9. TalkBox LLC -# INV-002343 -\$5,450.00  
Pay invoice for purchase of office pod for outside the Kelly Room

Bill 1 was paid with 3-0 vote. David Hickernell made the motion and Chris George seconded.

Bill 2 was paid with 3-0 vote. David Hickernell made the motion and Chris George seconded.

Bill 3 was paid with 3-0 vote. David Hickernell made the motion and Chris George seconded.

Bill 4 was paid with 3-0 vote. David Hickernell made the motion and Chris George seconded.

Bill 5 was paid with 3-0 vote. David Hickernell made the motion and Chris George seconded.

Bill 6 was paid with 3-0 vote. David Hickernell made the motion and Chris George seconded.

Bill 7 was paid with 3-0 vote. David Hickernell made the motion and Chris George seconded.

Bill 8 was paid with 3-0 vote. David Hickernell made the motion and Chris George seconded.

Bill 9 was paid with 3-0 vote. David Hickernell made the motion and Chris George seconded.

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Authorize reimbursement to Natalie Ducharme \$560.70 for the purchase of 40 Tonies with personal credit card. Funds to be reimbursed through the operating budget, Materials of Trade line item.

On a motion by David Hickernell, seconded by Chris Geroge, the trustees unanimously voted to authorize reimbursement to Natalie Ducharme for \$560.70.

## **OLD BUSINESS**

*The first order of Old Business was the non-public minutes.*

The trustees discussed best practices and procedures for past minutes and future non-public minutes. This discussion will continue at the next meeting.

*The second order of Old Business was the Director's Annual Report.*

The trustees reviewed an Annual Report outline that Ms. Ducharme provided. Ms. Ducharme wanted feedback regarding the outline before proceeding with the annual report.

## **NEW BUSINESS**

*The first order of New Business was the Memo to the Trustee of the Trust Funds for Heating Replacement project (Petro Paving).* On a motion by David Hickernell, seconded by Chris George, the trustees unanimously voted to authorize up to \$1,200.00 from the Library Building Capital Reserve Fund to pay Petro Paving invoice of \$1,167.00. Ms. Ducharme was instructed to get the memo to town.

*The second order of New Business was donations via the website.*

There was a discussion of the pros and cons of offering this. There can be confusion by the public as to the how and why the donations are used. Ms. Ducharme and Ms. Stevens will research wording for cash donations as clear as possible.

*The third order of New Business was the upcoming change for online payments from Comprise to Square.*

Ms. Ducharme explained that with the migration to Aspen, there are complications with Comprise software. The complications do not affect the public. However monies are mingled from the 4 or 5 libraries that receive payments. Separating the monies to the appropriate library is complicated and time consuming. With the move to Square, each library will be responsible for paying other GMILCS libraries for lost/damaged material.

*The fourth order of New Business was Board of Trustees Annual Report for inclusion in the Town Report*

Ms. Ducharme brought copies of the 2021 and 2022 Trustee Annual Report. Kate Norton volunteered to write the report on behalf of the board.

## **DIRECTOR'S REPORT**

This is tabled until the next meeting.

## **TRUSTEE MATTERS**

David Hickernell brought up Atkinson library. The Atkinson Board of Library Trustees voted to discontinue their membership to the American Library Association. Ms. Ducharme explained that memberships to library associations including ALA are not purchased through the library with taxpayer funds.

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## **PUBLIC MATTERS**

There were no public matters.

## **DATE AND TIME OF NEXT MEETING**

The Trustees set the date and time for the next meeting:

-Monday, January 29<sup>th</sup> at 5:30 PM in the Beshara Room

## **ADJOURNMENT**

On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to adjourn the meeting at 6:55 PM.