

# Marlow Town Library Trustees' Meeting

Monday 2/20/2023

Present: Jill Sanders, Marcia Levesque, Linda Fuerderer, Jeanne Kennedy and Jennifer Brown

Ms Sanders called the meeting to order at 6:37

## **Secretary's Report:**

The minutes from the January meeting were read. Ms Sanders motioned to approve the minutes, as written. Ms Levesque seconded. Motion passed unanimously.

## **Treasurer's Report:**

Ms Fuerderer reported the trial balance from the Town was incorrect. The Trial balance states the library overspent by \$1500. However, the \$1500 removed from the library's 2022 budget by the Budget Committee had not be reentered after it was restored by voters at the 2022 Town Meeting.

The figures were corrected before meeting with Budget Committee.

Ms Fuerderer showed the Trustees 2 yearly bills for the library – (both under \$500)

NHDBC yearly fee (due anytime in 2023) will wait for funding from the Town to pay

Library World subscription (due 3/31/23) will pay this month.

Ms Fuerderer reported the library had received a donation in memory of Sally Warren from Scott and Donna Chase.

Ms Kennedy will send a note of thanks to the Chases.

Discussion ensued on how to best honor those who have donated: A book? Plaque on the shed, once built.

Ms Kennedy motioned to accept the Treasurer's Report, Ms Sanders seconded. Motion passed unanimously.

## **Librarian's Report:**

### **Programming:**

New Icelandic sweater class has begun

Ms Levesque will host a quilting class for kids later this week.

She will also host a barn quilt class in the near future

Ms Brown will host another mozzarella class (or 2) in the coming weeks.

Ms Brown shared the Town's new Employee Acceptable Use Policy and Information Security Policy.

The Library is not in compliance with the password sharing and software downloads portions of this new policy.

Ms Brown communicated with Select Board Member, Sandy Pierre, about her concerns.

Ms Pierre responded we are not responsible for any of the Information Security Policy.

She also agreed the library needed to share passwords for the Library's various accounts, and will allow us to decide on and download necessary software.

The Trustees considered whether the Town has authority to impose these policies on the library.

The Trustees decided library employees would not sign or hand in these policies, as there was little relevance to the library.

Ms Brown informed the Board she and the staff will now hold monthly staff meetings on Wed. nights.

It is an opportunity to ask questions and exchange ideas.

Ms Kennedy mentioned there are two opening on the Library Board this election cycle.

We should launch a write-in campaign for Ms Fuerderer's reelection.

Ms Kennedy will reach out to Gayle Rosa to see if she would like to transition from staff to trustee.

Ms Brown suggested we create a new survey to include with the Town Report and Inventory of Taxable Property.

Understanding the wants and needs of our community will help us plan for future services.

Ms Brown shared a photo of a sink Jeannie Merwin want to donate to the library.

Ms Brown believes it will fit where current patron bathroom sink is installed.

Trustees agree it is more attractive than current sink.

Unanimously voted to gratefully accept her sink donation.

Ms Sanders reported on her progress finding a qualified chair yoga instructor.

She spoke with Age in Motion: There are several instructors interested.

The Board reviewed the policy edits proposed by Ms Sanders to complete the policy update.

Ms Brown will update the document with her edits and finalize the policy book.

Respectfully Submitted,

Jeanne Kennedy