

Marlow Town Library Trustees' Meeting

Monday 6/19/2023

Present: Jill Sanders, Linda Fuerderer, Jeanne Kennedy, Gayle Rosa and Jennifer Brown

Quorum declared, Ms Sanders called the meeting to order at 6:36

- **Secretary's Report:**

- The minutes from the previous meeting were read. Ms Sanders motioned to approve the minutes, as written. Ms Fuerderer seconded. Motion passed 4-0.

- **Treasurer's Report:**

- Ms Fuerderer reported she has reimbursement for Ms Levesque's expenses from the Barn Quilt program she hosted.

- Ms Fuerderer will mail the check to Ms Levesque's home.

- Ms Rosa motioned to accept Treasurer's report. Ms Sanders seconded. Motion passed 4-0.

- **Librarian's Report:**

- After the Town Administrator questioned whether AIM volunteer, Jesse Mack, has insurance, Ms Brown wonders if the Town insurance policy covers library volunteers.

- If not, the library should buy our own insurance.

- Ms Brown Will ask for clarity @ JLM meeting 6/28/23 and report back to the Library Trustees.

- Ms Brown shared an "Unusual Event Protocol" which is a policy describes how staff should respond to an unusual event, such as a fire or bomb threat.

- The policy also lists who to contact for each event, and how to reach them.

- The Ms Kennedy motioned to accept the policy, as written. Ms Fuerderer seconded. Motion passed 4-0.

- Ms Brown informed the Board she has purchased shed plans from Jamaica Cottage Shop.

- Ms Brown has reached out to Hamshaw and LaValley Building supply for quotes, but has not heard back.

- Ms Fuerderer informed the Board Kroka had agreed to build the library shed.

- After discussion, it was decided we should aim for the last week of August, or first week of Sept, as the semester students will be working on the project, and that is when they are available.

- Ms Brown will check with Town on placement of shed, and be sure the foundation and materials will be ready when Kroka is ready to start.
- **Programming:**
- Ms Brown has reached out to several area businesses and other sources for donated prizes for this year's scavenger hunt.
- Will also spend up to \$125 on ice cream from Aaron's for the 1st 25 hunters who upload their selfies.
- Ms Brown thinks she can set this up on Facebook, so hunters will get their ice cream certificate immediately.
- SRP: This year's charity = Feeding Tiny Tummys
- 3 prizes in each of 4 age categories, and 3 prizes for audio books
1st prizes = \$25 Toadstool gift card 2nd = \$10 Toad gift card 3rd = \$5 Aaron's certificate.

Ms Sanders closed the meeting at 7:45pm

Next meeting Monday September 18th @ 6:30 pm

Respectfully Submitted,

Jeanne Kennedy