

# Marlow Town Library Trustees' Meeting

Monday 10/16/2023

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

Quorum declared, Ms Sanders called the meeting to order at 6:35

## **Secretary's Report:**

The minutes from the previous meeting were read. Ms Sanders noticed a mistake in the minutes.

Ms Levesque motioned to approve the minutes, with correction. Ms Fuerderer seconded. Motion passed 4-0.

## **Treasurer's Report:**

Ms Fuerderer presented the remaining budget.

Ms Brown has already spent to the book budget. She will curtail additional purchases this year. Trustees agreed money can be moved from savings to cover any necessary book purchases.

It was decided Yoga monies will be deposited in savings to go towards the shed construction costs.

Ms Sanders motioned to accept the Treasurer's Report, as written. Ms Levesque seconded. Motion passed 4-0.

## **Librarian's Report:**

Ms Brown informed the Board Children's Librarian, Tina Fava, had started her job at Keene Public Library.

She is no longer available to work her usual Saturday shift –

Ms Brown said she relied on Tina to perform duties, which would be difficult to replace with a new employee.

Ms Brown will work most of them – Will ask Angela if she wants to work one or two per month.

Ms Brown said Tina was interested in setting up and running our grant funded baby/toddler class.

Ms Brown suggested adding 3 hours/week for the 2024 budget to continue this program.

She will also seek out other grant opportunities to fund the program into next year.

The Shed project has been delayed due to overbooking of lumber deliveries.

Will start Wed 10/18, as this is when the materials will be delivered.

Ms Brown said the only working printer has been acting up, perhaps due to cheap toner.

The printer is over 9 years old, and is no longer compatible with the staff, Windows 8, laptop.

Staff needs to print via flash drive, which is a pain.

Ms Brown will look into a new, network printer to accommodate staff printing needs, and patrons with their own devices.

Will add to 2024 budget request.

**Programming:**

Ms Brown will team teach felted bag class with Becky Sharp.

Yoga has been very well received. We will ask instructor, John Wall to teach another workshop in the spring.

Ms Sanders will see if she can find an instructor willing to teach in Marlow this winter.

We have enough curd for another mozzarella class this year.

Kevin Fay is supposed to teach a self defense class for employees and patrons.

Should we also open up a CPR/AED class for patrons, too?

**Other Business:** Ms Sanders showed everyone the “Continuity of Operations Plan” crafted by the Town.

Ms Brown said the library keeps their copy with policies, first Aid kit and other things staff might need to find quickly.

Ms Sanders closed the meeting at 8:20pm

There will be no November meeting

Next meeting Monday December 18th @ 6:30 pm

Respectfully Submitted,

Jeanne Kennedy