

MINUTES OF DECEMBER 20, 2023 MEETING OF THE BOARD OF TRUSTEES
OF THE WILLIAM K. SANFORD TOWN LIBRARY

A meeting of the Board of Trustees of the William K. Sanford Library was held on Wednesday, December 20, 2023.

Attendance:

Present: Mary Ellen Bolton, Donna Cramer-Sharer, Kimberly Fanniff, Eric Phillips, and Keith Volsky

Also Present: Director Evelyn Neale, Incoming Director Elissa Valente, Jeff Madden, TOC Rep., and Marcy Savage, COLN Rep to UHLS

Absent: Craig Blair and Cara Bronner

Call to Order: D. Cramer-Sharer called the meeting to order at 6:02 pm.

Public Comment:

Approval of Minutes: A motion to approve the November board meeting minutes was made by K. Fanniff and seconded by M.E. Bolton.

President's Report: 2024 training schedule is out. 2 hour required training for board members. Please get this out of the way as soon as possible. C. Blair and M.E. Bolton are leaving the board.

Committees:

Service Committee: Hoopla went live on Dec. 1st. 33 users have used 33 items so far.

Administration Committee:

Building and Grounds: Migration to HVAC server is still waiting to be scheduled. Wired Out will be doing our security monitoring in the future. EV chargers--National Grid Level II project--possible 8 ports (4 units) in our parking lot. Not sure where they will be located at this point. Electric has not been run for that yet. Squirrel got into light post. Has been dealt with.

Budget and Finance: Year is 98% over. Electrical contract has been negotiated for next year by the Town which should reduce the electric bill. A motion to approve the financial report and modifications was made by M.E Bolton and seconded by K. Volsky. Next year's budget is in line.

Personnel—Staff Plan for 2024: Elissa submitted a memo on changes to the staff structure. Vacant position for librarian 2 needs to be filled. This may involve other changes.

Policy Committee:

Director's Report: Evelyn thanked the board for their involvement and support. She is excited for Elissa to take over.

UHLS: Marcy said there was no UHLS Dec. meeting. She will be staying as our liaison. Watching to see what the executive budget looks like in January.

Friends of the Library: Friends met on Dec. 12th. Fund raiser in December was held and letters sent out for end of the year appeal. The English Conversation group received a grant for ESL materials from the Friends.

Old Business: Nomination committee presented a slate of candidates for 2024: President: D. Cramer-Sharer, Vice President: K. Fanniff, Secretary: C. Bonner. Voting will take place in January.

New Business: 2024 Holiday Schedule and Board Meetings were presented. Motion to approve board meeting schedule was made by K. Fanniff and seconded by K. Volsky. The 2024 Library Holiday Schedule was discussed. A motion to approve the holiday calendar from Monday, January 1 through Sunday, March 31 was made by K. Fanniff and seconded by E. Phillips. A review of the rest of the year's holidays will be made at a future meeting.

Board Comment: Good luck to Evelyn!

Adjournment: A motion to adjourn was made a 7:10 pm by K. Fanniff and seconded by M.E. Bolton. Donna thanked us for our support! The board is looking forward to working with Elissa.

Next Meeting: The next meeting is Wednesday, January 24, at 6 pm at the William K. Sanford Town Library. There is no virtual option for Board members.

Respectfully Submitted,

Mary Ellen Bolton
Secretary