

Guernsey Memorial Library
Board of Trustees
November 2021

Attendance: L. Mealing, L. Chwazik, P. Wolford, J. Clement,
W. Burdick, C. Dalrymple. K. Hazen

Meeting called to order by President Mealing at 5:00 pm.

Interviews were held with Brian Manning and Kevin Walsh of BBS Architects,
Julie Marshall of HKK, and Robert Gabalski of Lothrop Architects.

As there were no other guests, the meeting continued.

Minutes of the October Trustees meeting were approved upon a motion by P. Wolford.
2nd. L. Mealing.

Treasurer's Report: W. Burdick (Attached)

Projected revenue is at 42%. Disbursements are at 29%. We are at 33% of the fiscal
year. The Final report on the expenses for the most recent building project: (attached)
\$409,229.78 spent \$212,000.00 reimbursed

Financial report was approved upon a motion by J. Clement. 2nd. L. Chwazik

Blanket Purchase Orders/Large Bills - None

Director's Report: C. Dalrymple (Attached)

Trustees received a copy of the notes from staff input on areas that need improvement.

Children's Librarian: K. Hazen (Attached)

Tik-Tok contest rules were shared.

Board

C. Dalrymple will revise the website.

The library director's evaluation and timeline for it will be approved at the December meeting.

Unfinished Business:

Contract negotiations update with recent requests were explained. It should be finished soon.

The Library sign RFP was approved. Bids will be opened at the January meeting.

Katie Skellington's employment was approved upon a motion by J. Clement. 2nd L. Chwazik.

The current organizational chart was approved upon a motion by L. Chwazik. 2nd L. Mealing.

New Business:

November, December surplus auction items were approved upon a motion by J. Clement.

2nd L. Chwazik

Correspondence:

The Trustees agreed to sign off on the distribution of the Marcia Stewart estate upon a motion by L. Mealing. 2nd L. Chwazik.

Discussion followed regarding the interviews with the 3 architects.

The Trustees approved the hiring of HHK Architects for our next renovation project with the stipulation of negotiating the price upon a motion by L. Chwazik. 2nd P. Wolford.

As there was no further business, the meeting adjourned at 8:54 upon a motion by J. Clement. 2nd L. Chwazik.

Jane S. Clement, secretary