

Guernsey Memorial Library
Board of Trustees
October 14, 2021

Attendance: L. Mealing, P. Wolford, L. Chwazik, A. Eaton, J. Clement,
C. Dalrymple, K. Hazen
Absent: P. Giltner, P. Horton, W. Burdick

Meeting called to order by President L. Mealing at 6:34 pm.

Minutes of the September meeting were approved upon a motion by P. Wolford,
2nd A. Eaton

Reports:

Treasurer's Report - None (Last report July 2021)

Finance Committee: Bills were approved for payment.

A motion by P. Wolford, 2nd A. Eaton for a the final report on the expenses and reimbursement for the most recent building project (four restrooms, an entryway, and an handicap elevator). Approved.

Director's Report: C. Dalrymple (Attached)

Abigail Connelly and Amy Corey were approved for employment upon a motion by
L. Chwazik, 2nd P. Wolford.

Children's Library K. Hazen (Attached)

2021 Final Summer Reading Program Report)Attached)

TikTok for Libraries (Attached)

Board:

BoTrustees will check Trustee Handbook for duties for Community Outreach and
Promotion of the library.

A list of subscriptions to be canceled was shared. It was agreed there were no concerns.

Board would like to see a total re-design of our website.

L. Mealing will research a Library Mascot.

Unfinished Business:

Architect Proposals discussed and evaluated.

Holmes, King, Kaliquist, BBS Architecture, and Lothrop were chosen for further
scrutiny. Questions to be asked during the interview will be compiled by e-mails.

In person interviews will be conducted on **November 11, 2021 at our regular Trustees meeting which will begin at 5:00**. Timeline for work and clear expectations will be stressed.

References will be contacted on October 27th at 9:00 am via Zoom by L. Chwazik, J. Clement, and L. Mealing. C. Dalrymple will set up Zoom and create general questions.

Director's Evaluation:

Updated form was distributed. Trustees in-put is still appreciated.

C. Dalrymple suggested her in-put be sought before Trustees evaluate. Trustees evaluate based on her in-put. L. Chwazik will clean-up form and send to Trustees via e-mail. A time frame will be established at the December meeting

Adjustment of cash ratio on investment account was tabled upon a motion by
L. Chwazik, 2nd A. Eaton.

Book Sale: Profits will be shared at the next meeting.

Employee contracts should be ready soon. Delay based on vaccine mandates in other areas of the state.

New Business

Library Monument Sign - new design chosen. Bids will be sought again to include specific attributes - solar lighting, reflective lettering, black metal, installation included.

Notification was received of supply chain delays impacting the publishing business.

Correspondance

Insurance package was received for the year. Board may peruse.

Current issue of American Libraries was circulated.

Executive session was gone into at 8:35 by a motion by J. Clement. 2nd P. Wolford. Executive session was exited at 8:40 upon a motion by L. Chwazik. 2nd J. Clement

Laura Mandell was approved as Senior Library Clerk with a \$5,000 salary increase retro-active to September 1, 2021 upon a motion by L. Chwazik. 2nd. L. Mealing.

As there was no further business, the meeting adjourned at 8:45 pm upon a motion by J. Clement. 2nd L. Chwazik.

Jane S. Clement, secretary