

Guernsey Memorial Library
Board of Trustees Meeting
December 9, 2021

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

Meeting called to order by President L. Mealing at 6:40 pm

Minutes of the November meeting were approved upon a motion by P. Giltner.
2nd P. Horton.

Reports:

Treasurer's Report: W. Burdick

Revenues @ 43% with the year at 42% Expenditures at 36%

Blanket purchase orders result in our encumbrances at 77%

Board approved purchase order for \$4,681. for an H factor Air Temp upon a motion by
P. Giltner. 2nd P. Horton.

Bills were paid upon a motion by J. Clement. 2nd A. Eaton.

Board requests Purchase Orders reflect remaining amount for the year after the bill is
paid.

Director's Report: C. Dalrymple (attached)

Children's Librarian: K. Hazen (attached)

Grant writing for Summer Programs is in progress.

Tic-Tock contest will be revealed next month

Board:

A sympathy card will be sent to Eric Russell upon the death of his father.

Board members will sign a card for Kathy Greene for her retirement.

Board members will donate for refreshments for Kathy's retirement party.

Some Trustees attended the on-line class dealing with challenges to library collections of
questioned materials.

Unfinished Business:

The following Director's Evaluation and Timeline were approved upon a motion by
A. Eaton. 2nd, P. Horton

Due by **March** meeting: Director's self-evaluation with evidence/indicators given to Trustees.

Due by **April** meeting: Trustees's completed individual evaluations.

Due by **May** meeting: Final compilation of evaluations.

Before June Meeting: Board President (and other Board rep) meets with Director and subsequently informs treasurer via letter of salary adjustment.

At the **June** meeting: Board president reports on completion of evaluation process.

C. Dalrymple will send a copy of the timeline to S. Bachman as a resource for The 4 County Library System.

Building Project Report:

Negotiations reduced HKK price from \$143,430 to \$117,355. Contract has been sent to Harris Beach (legal council) for review. C. Dalrymple will sign approved contract and return it to HKK.

Trustee Fundraising was discussed. No action was taken.

Union Contract revision will be voted upon when final contract is approved, then signed. Short term disability information is being gathered.

New Business:

A request for transfer of \$1,056. from L7410.482 (Library Books) to L7410.452 (subscriptions) was approved upon a motion by L. Chwazik. 2nd A. Eaton. L. Mealing will sign.

Only one Library employee is not vaccinated. There is no need for an incentive.

The Annual Holiday Calendar for 2022 was approved upon a motion by J. Clement. 2nd, P. Giltner

Harris Beach, our attorney, is increasing his fees. Motion to accept this increase was made by L. Chwazik. 2nd. J. Clement. Approved.

The January 13, 2022 meeting will be held virtually.

As there was no further business, the meeting adjourned upon a motion by P. Horton, 2nd A. Eaton.

Jane S. Clement, secretary

