

Hyde Park Library District

Board of Trustees Meeting

April 20, 2023

Attendance: President L. Ruggiero, V.P. C. Chambers. F. O. L. Guynes, Secretary S. Buckley P, Agne, K. Armstrong, M. Cambell, D. Ray. Director J. Chance, and Community Member Tatiana Rhinevault

Call To Order: 7:00 P.M.

Previous Minutes: A **motion** was made by Karin and seconded by Dave to accept the minutes as written. Motion passed unanimously.

President's Report: Lynn has had two conversations with our architect, Paul Mays, concerning our elevator project. Another meeting is being scheduled to obtain information on costs and material availability. As a special district library, we can legally bond money. Lynn spoke to Rebecca Aldrich Smith at MHLS. She stated that there can be no mingling of public and private funding. We will ask the Friends to be the front line of fund raising and form a joint committee. Therefore, all Board members are asked to join the Friends. We will need a renovation committee and a separate fund rising committee. Lynn attended a financial webinar focusing on the relationship between the Board and the library director. One key point was that the Board's -primary responsibility is library finances. The relationship and, thus, the running of the library, works best when there is collaboration. The Board members have no authority outside Board meetings; the Board collective is the overseer of the library. The delineation is that if any trustee has a proposal/issue they should contact Lynn, as President, who in turn will go to Jesse. Additionally, staff communication should go to Jesse, as Director, and not directly to a Board member. A patron complaint was received concerning our LGTBQ display. Lynn responded with a letter stating that this display was in line with our open idea policy and reinforced the anniversary of a national date.

Director's Report: (in addition to his electronic submission) A **motion** was made by Dave and seconded by Carole to hire a new page, Joshua Benjamin. Motion passed unanimously. A **motion** was made by Dave and seconded by Karin to accept Jesse's proposal to close the library on Juneteenth and have that be a paid holiday for any employee who would normally be scheduled for that day. Motion carried unanimously. Jesse has created a power point of our safety issues policy and emergency staff operations. The staff will be trained at their next staff meeting at the end of April. During the Town Hall renovation the staff will be permitted to park in the Methodist Church parking lot. Additionally, the Town and Library are working together to provide safety measures and space for library patrons to park during the renovation disruption. We are beginning the process of applying for a grant to upgrade our HVAC system. Three bids are required. Quote 1 is from Sage Engineering for a total of \$120,00.00 to replace the system. Quote 2 is for a total of \$29,000.00 from Lambert Plumbing for upgrades. We are waiting for a quote from American Heating and Cooling. Paul Mays is willing to review our system and any plans submitted. Lynn will email us with information if we need a special meeting in order to meet the grant request deadline.

Financial Officer's Report: (In addition to the Office Manager's Report) We are allowed to invest in CD's and possibly money markets. Leigh will present comparable rate information at our next meeting.

Friends Report: Sue was not at the meeting. Jesse reported that the book sale was a success and that it was the first time people could use the square terminal and pay for books with a credit card.

Ongoing Business:

Policy Committee: Motions for policy acceptances were presented by Karin. Lynn seconded the committee's **motion** for the Bulletin Board Posting and Pamphlet Rack Policy. Motion passed unanimously. Dave seconded the committee's **motion** for the Environmental Sustainability Policy. Motion carried unanimously. Leigh seconded the committee's **motion** for the Thing Library Purpose Policy. Motion carried unanimously. Dave seconded the committee's **motion** for the 3D Printer Policy. Motion carried unanimously. Lynn thanked the Policy Committee for their hard work and accomplishments.

Building and Grounds Committee: Brothers Who Just Do Gutters submitted a quote for \$1800.00 to clean our gutters. However, they do not repair Yankee gutters. The committee will get an estimate from Stockade Roofing.

Adjournment: A **motion** was made by Karin and seconded by Dave to adjourn the meeting. Meeting adjourned at 8:05.

Respectfully submitted,

Susan Buckley

Secretary