

The Community Library
Board of Trustees Meeting
December 12, 2024

Call to Order:

As a quorum was present, President Becky Leggieri called the meeting to order at 1:00 p.m. Present: Pat Adams, Cindy Barton, Sandy Brewster, Linda Carpenter (treasurer), Nathan Davis, Virginia Downs, Becky Leggieri, Janet Sand, Julia Walter, Kim Zimmer. Excused: Fred Barnes, Harriet Berard.

Guests:

Mr. William Jackson, representing Aflac insurance, described various policies that might be of benefit to the staff.

Minutes:

Ms. Walter moved to accept the November minutes. Ms. Brewster seconded the motion, and it was

Communications:

Ms. Walter has donated an ad for the library in the Theater Project brochure.

Director's Report:

The Battle of the Books event will be held at Radez on March 29 and at Golding April 9. Ms. Zimmer asked trustees to volunteer to help at these events and to write questions for the chosen books.

The vacant Librarian 1 position is being advertised and there have been three applicants thus far.

The holiday hand chimes program is scheduled for Tuesday, December 17.

Ms. Zimmer will be presenting Senior Planet, a free program for seniors designed to help them with current technology.

The library has Memory Care kits available.

Ms. Leggieri explained the Personnel Committee and the Finance Committee have been developing a parental leave policy since Ms. Courtney Little will be on maternity leave in 2025. Ms. Leggieri described the details of the proposed policy. The library will cover up to six weeks of regular pay including the use of 40 hours of sick leave and any existing PTO. Any additional time will be unpaid unless telecommuting is requested and approved by the director or use of PTO once the employee reaches their anniversary date. Ms. Walter moved to approve this new policy. This was seconded by Ms. Adams and unanimously approved.

Treasurer's Report:

Ms. Carpenter presented the treasurer's report. Mrs. Downs made a motion to pay the bills. This was seconded by Ms. Brewster and unanimously approved.

Ms. Carpenter suggested adding a fourth account to NYLAF. After discussion, Mr. Davis made a motion, seconded by Mrs. Downs, and was unanimously approved to open this additional account.

Ms. Carpenter initiated a discussion regarding payroll of staff for 2025. Mr. Davis made a motion, seconded by Mrs. Downs, and was unanimously approved to increase the hourly staff \$.75 an hour after the cost of living increase.

The reallocation of 2025 funds will be emailed to trustees for review prior to a vote in January 2025.

Ms. Walter moved to accept Ms. Carpenter's contract as treasurer for 2025. This was seconded by Mrs. Downs and unanimously approved.

Committee Reports:Finance:

The trustees agreed that a few monthly bills will be paid each month prior to the board of trustees' meeting to avoid late fees.

Building & Grounds:

The fire suppression system has been completed.

Personnel:

Ms. Walter requested that trustees complete the director's evaluation and return it to her.

Board Development:

Committee will meet December 17.

Long Range Plan:

Committee reports are due this month.

Unfinished Business:

Ms. Zimmer and Ms. Leggieri met with Board of Elections representatives to discuss issues with early voting in the library.

Mr. Davis will meet with the ad hoc committee regarding time of meeting for board of trustees.

Adjournment:

Ms. Downs made a motion, seconded by Ms. Brewster and was unanimously approved to adjourn at 2:55.

Submitted by Virginia Downs