

Minutes of the Wead Library Board Meeting June 17, 2024

Present: Melissa Benardot, President
Anne Werley Smallman, Secretary *absent
Chris Eggsware, Vice President
Lucille Poirier, board member
Jeanne LeClerc, Treasurer
Mary McDonald, Principal Library Clerk
Chelsie Russo, Librarian I
Nicole Andre, Senior Library Clerk
Karlee Martin, Part-time Librarian

Call to order: 7:00 pm

Minutes: Motion to approve the minutes of the May 2024 meeting by Chris Eggsware/second by Jeanne LeClerc. Approved unanimously.

Treasurer's Reports: There was no May report available.

Bills for May: Lucille Poirier moved, Chris Eggsware seconded. Approved unanimously.

Communications:

- Thank you to Winnie McQuinn who taught Qigong/yoga. She took up a collection from participants and gave the library \$215.
- Ms. M. Moorehead grew up in the area but now lives in Florida. She had a connection to Ft. Covington. She returned to the area for a visit and included the Wead Library. Mary showed her around the library, then sent a note expressing her pleasure in Ms. Moorehead's visit.
- Thank you cards were sent to volunteers who helped with the Booksale. We could not hold the Booksale nor take in the income without these volunteers.
- Malone Telegram, once again, has included two items in the paper re: activities at the Library: coverage of the Booksale and FA students' donations to the pantry. A thank you note acknowledging their coverage was sent.

Library Report *see attached*

- **Lift Inspection and Repair:** As noted previously, the door to the lift needs to be checked. Maintenance is scheduled for tomorrow 6/18/24. Mary contacted the MCSD to find out the source they use for lift inspection. The inspection will be scheduled after the maintenance and a report will be submitted to MCSD for their records.

Librarian Reports by Chelsie Russo and Karlee Martin: *see attached*

- **Booklet for summer programs** – distributed to board members. Nicely done!!

Old Business

- **Trustee Training Sharing Session** No Board member reported on training.
- **Roof/window project update:** Beardsley submitted an invoice for \$1100 for work conducted through May 2024. The anticipated start date for the project has been moved to Spring 2025.
- **Air Conditioner:** Mary reported that Cornerstone submitted a quote for replacing the air conditioner. The old one cannot be repaired, and it is not possible to get coolant any longer. They can order a low-profile conditioner that will resolve the clearance problem. The quote was for \$13,000 with a 10% reduction if the library commits immediately. The time frame for installation will be 40 days from the date of commitment. The Board raised questions regarding a conflict with the Budget and Financial Policy which requires the library to secure 3 quotes for any purchase \$10,000-19,000. The Board directed Mary to:
 1. Contact and request quotes from two additional providers to see what their estimates would be. There were three stipulations of concern:
 - Installation time frame (prior to winter since the heating system is connected to the air conditioner)
 - Ability to service the air conditioner and the heating system since they are connected
 - Availability of a low-profile conditioner.
 2. Contact Cornerstone to see if they would be able to extend their 10% reduction until the library has gotten the two additional quotes.
 3. Mary will notify the board re: the results of #1 & #2 and make a decision as soon as possible since there is a time issue re: installation prior to winter.
- **Wead Financial Policy and Procedures review** – Lucille moved, and Chris seconded approval of the revised version of this document with the removal of the Petty Cash section requiring prior approval of the Board each month. Discussion centered on the purpose of Petty cash: for unanticipated purchases. The Board decided to keep the policy as is: purchases using Petty Cash will be reported and approved in the Bills Submitted each month. Motion passed unanimously.

New Business - none

Executive Session – At 7:50 pm, Chris moved, and Jeanne seconded that the Board move into Executive session for the purpose of discussing personnel relating to matters of appointment, promotion and job descriptions. At 8:20 pm, the Board moved out of Executive Session on a motion from Lucille, seconded by Jeanne.

The next regularly scheduled board meeting will be September 16, 2024 at 7pm.

Adjourned at 8:25 pm on motion by Lucille Poirier /second by Chris Eggsware.

Respectfully submitted,
Lucille Poirier
Board of Trustees