

## Minutes of the Wead Library Board Meeting on February 27, 2023

### Present:

Jeanne LeClerc, Treasurer  
 Anne Werley Smallman, Secretary  
 Chris Eggsware, Vice President  
 Lucille Poirier, board member  
 Mary McDonald, Principal Library Clerk  
 Chelsie Russo, Librarian I  
 Absent: Melissa Benardot, President

Call to order: 7:04 pm by Chris Eggsware, Board Vice-President.

Motion to approve the minutes of the January 23, 2023 meeting by Lucille Poirier/second by Jeanne LeClerc. Approved unanimously.

Motion to approve the treasurer's reports of December 2022 and January 2023 by Anne Werley Smallman/second by Jeanne LeClerc. Approved unanimously. Mary McDonald noted that in the January report the Clerical Salaries line item shows a negative balance, but she discussed it with the Treasurer who explained that the District has had three payroll clerks in two months and that an error had been made but would be rectified.

Mary proposed moving \$900.00 from Equipment (4600-201) into Contractual (4600-401) to cover contracted services with Symquest for the rest of the fiscal year. Lucille Poirier made motion in support of the proposal/second by Jeanne LeClerc. Motion approved unanimously. Encumbrance Outstanding in L460-201 Equipment should have been used to pay for purchased laptops (bill has already been paid), so Mary will follow up on that.

Motion to accept the January and February 2023 bills as paid, by Lucille Poirier /second by Jeanne LeClerc. Approved unanimously. Anne Smallman noted that [regular phone lines are being phased out by the FCC](#) and that might affect costs by phone company, especially with regard to faxing.

### Communications:

- Mary McDonald sent thank you notes or emails to:
  - Book sale volunteers Jeanne LeClerc and Liz Marshall
  - Joe Norris at the *Free Trader* for free ads
  - Richard Rosentretter at the *Malone Telegram* for coverage of the book sale
  - Kiwanis & individuals for David Minnich memorial donations (working on)
- *This and That in Town* 1/25/2023 eNewsletter mentioned the book sale

Library Report by Mary McDonald: *see attached*

- Discussion of prospective roof leak repair;

Librarian's Report by Chelsie Russo: *see attached*

#### Old Business

- Yearbook Digitization Project: Chelsie Russo updated the Trustees on the project. Chelsie will pursue using the funds from one of the trusts to cover the \$5000 costs by Backstage Library Works. Motion by Anne Smallman to move \$5000 from the Taylor Bequest into the Electronic Format account (L460-326)/second by Lucille Poirier. Unanimously approved.

#### New Business

- Mary McDonald presented a proposed budget. Motion by Lucille Poirier to accept the proposed 2023-24 budget with an appropriation increase of 1.98% /second by Jeanne LeClerc. Unanimously approved.

The next regularly scheduled board meeting will be March 20, 2023 at 7pm.

Adjourned at 8:13pm on motion by Jeanne LeClerc/second Lucille Poirier.

Respectfully submitted,  
Anne Werley Smallman  
Board of Trustees