

## Minutes of the Wead Library Board Meeting October 7, 2024

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

Call to order: 6:58 pm by Melissa Benardot, President

Entered Executive Session for the purpose of discussing personnel relating to matters of job descriptions on motion by Jeanne LeClerc, second by Chris Eggsware at 7:00pm.

The board exited Executive Session at 9:21pm on motion by Lucille Poirier/second by Chris Eggsware.

New business:

- Motion to approve applications for part-time employees' out-of-title pay to cover hours unfilled by resignation of Karlee Martin, by Lucille Poirier/second by Chris Eggsware. Approved unanimously.
- Motion to combine the 2/28/2022 and 1/23/2023 versions of the Personnel Code of Conduct to include sections on both penalties and reporting, by Anne Smallman/second by Jeanne LeClerc. (see attached) Approved unanimously.
- Motion to approve closing at 4pm on October 31, 2024, by Lucille Poirier/second by Jeanne LeClerc. Approved unanimously.

Motion by Chris Eggsware to adjourn, second by Jeanne LeClerc. Meeting adjourned at 9:24pm

The next regularly scheduled board meeting will be October 21, 2024 at 7pm.

Respectfully submitted,  
Anne Werley Smallman  
Board of Trustees