

Grafton Public Library  
Trustee Meeting  
January 18, 2024

Meeting opened at 6:15 PM

In attendance: Karen Johnson, Debra Clough, Andrew Cushing, Sandi Pierson, Catherine Mulholland, Gary Whitney, and Jake Vogel

Minutes of November meeting approved as submitted. December meeting was canceled.

**New Library:** Deb will coordinate between FoGL and trustees regarding date and time of public informational meeting and discuss structuring of financial practice between board and FoGL for construction of all goes well!!

**91-A Request:** The board received a 91-A information request from Dianne Burrington. Board has no authority to disperse Friends of Grafton Library's proprietary documents and the minutes of trustee meetings are all available on the town's website. Deb will research prior documents regarding new building and respond in writing on tomorrow, the 19<sup>th</sup>.

**Director's Report:** Sandi had three requests which the board unanimously motioned and approved.

1. Transfer \$1000 from library improvement fund into director's account for media and supplies.
2. Due to library being open on Wednesday's, make Thanksgiving Eve, the night before, a paid holiday.
3. If director takes leave of absence of more than 3 weeks in a row, a temporary director will be appointed at that position's pay scale.

Discussed policy regarding overdue books. The following steps should be followed with some discretion of the director.

Step 1. Contact person via phone or email

Step 2. Written letter

Step 3. Certified Return Receipt letter

Step 4. Contact police chief

**Treasurer's Report:** Karen submitted monthly and annual 2023 report. Board made a motion to transfer \$8562.40 from the Kicza fund to a 7-month CD at Mascoma Bank. The library came in 7.7% under budget F/Y 2023.

Meeting adjourned 7:15

Next Meeting February 15 at 6PM

Respectfully Submitted,  
Debra Clough