

Town of Grafton

Library Trustees Meeting Minutes

October 29, 2020

Place: Town Hall

Purpose of Meeting: Monthly Meeting

Called to order: **6:09 PM**

Trustees Attending: A. Cushing, S. Smith, G. Curran
S. Fienberg (alternate), S. Glazier (librarian)

FoGL Attending: D. Clough

Public Attending: S. Darrow (selectman), C. Kudlik (Selectwoman)

Review of Minutes

- Review of Minutes - September 15, 2020 public meeting Approved unanimously as amended
- Review of Non-Public Minutes dated Sept. 15, 2020 Approved unanimously as presented
- Review of Non-public Minutes dated Sept. 24, 2020 approved unanimously as presented

Immediate Business

- Reviewed the resignation of S. Glazier. Plans were reviewed regarding documentation of duties and important information for her successor. Plans for reviewing the delegation of duties to the assistants were discussed.
- A, Cushing moved and S. Smith seconded to accept S. Glazier's resignation. The vote was unanimous.
- S. Smith and G. Curran agreed to develop and new job description and position for review at the next meeting.

Library Director Report

- The status of the library activity for the last month was reviewed. Status of various programs was also discussed. The need for modern projector was presented. S. Glazier will provide a list of acceptable models.
- For additional details see the Director's written report.

Treasurer's Report

- A. Cushing moved to accept all donations made to the Library, G. Curran seconded and the vote was unanimous.
- Reviewed budget/financial reports. There were no invoices for approval.
- Reviewed the 2021 Budget request. The estimate was adjusted downward by \$400 for a new total of \$22,139. G. Curran moved and S. Smith seconded that we approve as amended the proposed budget. Motion passed unanimously.
- Discussed the need to develop annual plans earlier in the budget cycle allowing for goals to be established and budget developed in coordination with FoGL. G. Curran announced his intention to attend the next FoGL meeting to request specific support for 2021 library programs and a new “little library” for in front of the Library.
- For additional details see the Treasurer’s written report.

Committee Updates

- **FoGL reported** that they were preparing for the annual Trunk or Treat.
- D. Clough announced that she is willing to donate her 12’x12’ **shed**. Further she would like permission to move it to 2 Library Road. Discussion followed with questions about other locations being raised. No decision was reached with the subject left for final discussion and decision at the next meeting.
- Further discussion between the Trustees and FoGL regarding the **MOU** is planned as part of the meeting with G. Curran
- A. Cushing and C. Kudlik reported on the meeting where they began the discussion on a joint **building program** to support the needs of the town over all.

Other business

The policy for Telescope use is still in development. S. Fienberg asked for some direction on issues such as payment for damage by users. As part of the effort S. Fienberg will seek model library telescope policies from the NH Astronomical Society.

This session of the Trustees of the Library **adjourned at 7:30 PM**

Respectfully submitted:

G. Curran, Secretary

dated 11-18-2020