

Berlin Free Town Library  
Regular Meeting: September 9, 2024  
7:00 p.m.

Call to Order

Roll Call

- Present: Doug North, Pat Haywood, Cristi Lamontagne, Stacey Hills, REbekah Lamphere; Director Sara Rogers
- Not present: Deb Toppeta on phone
- Members of public: Star Donovan, Jeff Bell, Briony

Prospective Trustees, Star Donovan and Jeff Bell, explained a bit about themselves.

Motion 2420 by Doug and second by Rebekah to elect Star Donovan and Jeff Bell as Interim Trustees passed by voice consensus.

Motion 2421 to approve August minutes by Doug and second by Stacey passed by voice consensus.

Treasurer's Report

- End of August marked 66.64% of the year
- Received \$26,000 from RBC for High Temp H&C
- 3rd quarter payment from town received; Pat wil; write a letter requesting 2025 funding of \$15K.
- Stacey and Pat will work on the audit for workman's comp and insurance.
- Pat updated and sent SAM.gov info.
- Xerox copier gone and awaiting final statement.

Motion 2422 by Doug and second by Stacey to add Pat and Rebekah's names to plaque.

Director's Report

- SRP: 21 participants
- Furnace was repaired. Sara suggests more thermometers for information on different areas of the library. Nancy is wondering if there's a simpler way to adjust the splits besides having remotes for all.
- Some discussion of vandalism of the Storywalk.
- Some discussion of books being damaged.
- Doug asked Sara to draft a sexual harassment policy.
- Sara plans to schedule adult crafts (basket weaving, embroidery, etc.).
- The VIA Aquarium program was attended by 31 people.

Committee Reports

Finance

- Endowment at about \$252K (will increase when BFTL is reimbursed with heating system grant money).

Collection Development

- Some discussion of what BFTL needs.

#### Personnel

- Sara is still looking for someone to work Saturdays and a bit more during the week.
- Cristi and Sara will meet before January to review personnel procedures and forms.

#### House and Grounds

- See Director's Report.
- The rest of the mini splits will be installed.
- Discussion of procuring a ladder to replace bulbs in ballasts.

#### Fundraising (including grant writing):

- Review of main events.
- Doug suggests further grants.

#### Programming

- Continue photo contest. Doug will ask Alice.

#### Public Relations and Marketing:

- Summer camp discussion; article written by Star.

#### Old/new business

- Rebekah expressed need for updated copies of bylaws, trustee handbook, contact info, and terms. Pat will send docs to Sara and Cristi.

Motion 2423 to adjourn at 8:25 by Rebekah and second by Doug passed by voice consensus.

Next regular meeting: October 7, 2024, at 7:00 p.m.

Minutes submitted by Cristi Lamontagne