

Berlin Free Town Library  
Board of Trustees  
Regular Meeting  
November 4, 2024  
7 p.m.

- I. Call to Order at 7:01
- II. Roll Call
  - A. Present: Doug, Rebekah, Pat, Cristi, Star, Jeff; Sara (Director)
  - B. Absent: Stacey, Deb
- III. Members of Public: Libby Post
- IV. Minutes
  - A. Motion 2426 by Rebekah and second by Pat: October minutes accepted with kwh correction from 5964 to 594 .
- V. Old Business
  - A. Annual Appeal Letter
    1. Will be printed double-sided and put in envelopes.
    2. Pat already brought address labels.
    3. Libby suggests including response envelopes and maybe response cards as well as the QR code going straight to Paypal and not first to the library site. Local Boards of Election can provide voter rolls.
    4. Libby will provide a price for having this done for us, and Doug will search for donors to fund this.
    5. Libby will send us a form for a nonprofit mailing permit.
- VI. New Business
  - A. Presentation by Libby Post on 414
    1. Decide how much money to ask for
    2. Get petition signed (which includes amount)
    3. Town then can't keep the money they used to give
    4. Called "Community-based funding"
    5. Create group "Berlin taxpayers for a stronger library"
    6. Process:
      - a) Focus group survey (strengths and weaknesses in different areas)
      - b) Branding campaign
      - c) Campaign for vote
    7. Will send proposal
- VII. Treasurer's Report
  - A. \$3000 transferred from savings to checking (from \$5000 April donation)
  - B. 4 donation checks received
  - C. \$800-900 will be needed for Quickbooks to transfer from desktop to online; 2025 payroll will use Gusto at \$52 per month.
  - D. October apartment rental payment was late.
- VIII. Director's Report
  - A. 301 patrons; 419 circ

- B. 14 new books
  - C. Hoopla increase
  - D. October events: Book Club, Story Time, Stitch Group, Halloween Fun
  - E. Upcoming: Santa Chris--Thursday, December 19 at 5 p.m.
  - F. Hiring: Sara will interview applicant who submitted résumé and letter of interest.
  - G. Lights: pendant wiring fixed and bulbs replaced; porch light replaced
  - H. Halloween
  - I. Heating problem: not working after service by Eagle (switch not turned back on)
  - J. UHLS shared calendar
  - K. NY Times: all-access subscription
  - L. Holocaust display: waiting to hear back from Ariel Gilbert (6th grade ELA teacher) about bringing her students to this
  - M. Creative Writing group: gathering names of those interested in Star's idea
  - N. New flag needed; old one ripped and was taken down.
  - O. Newsletter: Any ideas? Maybe a bit shorter.
- IX. Committee Reports
- A. Construction Grant Committee-
    - 1. No recent contact with Frank
  - B. Finance Committee-ntr
  - C. Collection Development Committee-ntr
  - D. House and Grounds Committee-
    - 1. Rebekah might try to do fall cleanup.
    - 2. Stan Pettibone will handle shoveling and plowing.
  - E. Public Relations Committee-ntr
  - F. Fundraising Committee-
    - 1. Annual Appeal Letter
  - G. Programming Committee-
    - 1. Creative Writing Group
      - a) Santa Chris
  - H. Personnel Committee-
    - 1. Annual Evaluations coming up.
  - I. Nominating Committee-
    - 1. Nominations of Star Donovan and Jeff Bell as library trustees will occur in January.
    - 2. Slate of officers will be nominated in December.
- X. Motion 2427 by Rebekah and second by Star to adjourn at 8:55.

Minutes submitted by Cristi Lamontagne

Next regular meeting December 2, 2024, changed to December 9, 2024, at 7:00 p.m.