

Berlin Free Town Library
Regular Meeting
October 7, 2024

1. Call to Order at 7:06
2. Roll Call
 - a. Present: Doug North, Deb Toppeta, Cristi Lamontagne, Stacey Hills, Rebekah Lamphere, Star Donovan, Jeff Bell
 - b. Not present: Pat Haywood; Director Sara Rogers
3. Vote on Accepting Minutes
 - a. Motion 2424 by Rebekah to accept September 2024 minutes with second by Stacey passed by voice consensus.
4. Treasurer's Report
 - a. 74% of year is over.
 - b. September's electric bill reading was 5964 kwh.
 - c. Received \$600 from Gold Foundation for children's programming.
 - i. Rebekah wants to make sure that the Gold Foundation (Paul Cuomo) gets credit for helping to fund the SRP.
 - d. Annual workman's comp insurance audit (Hartford) is done. The year's premium is \$419; based on payroll.
 - e. SAM.gov is all set until September of next year.
 - f. 2025 budget will likely be from 55-56K.
 - g. Doug questioned why the \$5k donation from the spring does not show on the P&L.
 - h. Stacey and Pat meet every other week, and Stacey is picking up more and more.
5. Director's Report
 - a. Director absent: report sent via email.
 - b. Some discussion of idea to charge non-UHLS patrons to use the library.
 - c. Some discussion of need to hire another staff member instead of a cleaning person.
6. Committee Reports:
 - a. Construction Grant Task Force:
 - i. The doors must be done by June of 2025.
 - ii. Doug called Frank today about the heat pump work.
 - b. Finance: -
 - c. Collection Development: -
 - d. House and Grounds:
 - i. More lightbulbs needed.
 - e. Fundraising: Annual Appeal Letter
 - i. Star sent a draft of this year's letter.

- ii. Discussion about sending it to all residents, not just patrons.
- iii. Stacey will check with Pat about envelopes and stamps, etc. and mailing options.
- iv. Rebekah will go to the PO to talk with Jen about mailing options.
- v. Some discussion of tax status, amount, and plans. Cristi will contact Tim for full-time personnel info.
- f. Programming:
 - i. Sara is hiring Santa again.
 - ii. Some discussion of winter party.
 - iii. Some discussion of other events such as origami, holiday pets, etc.
- g. Personnel:
 - i. Some discussion of process.
 - ii. Cristi will contact Tim for suggestions about making sure the job descriptions are reasonable for the hours, etc.
- h. Public Relations and Marketing: Summer Camp Story
- 7. Executive Session 8:15-8:45
- 8. Adjournment motion 2425 by Rebekah and second by Stacey at 8:45.

Minutes submitted by Cristi Lamontagne

Next regular meeting: November 4, 2024, 7:00 p.m.