Berlin Free Town Library
Monthly Meeting Minutes (submitted by Stacey H.)
February 3, 2025

Meeting called to order at 7:06
Roll call--present: Doug, Jeff, Star, Deb (phone), Stacey, Sara; absent: Cristi public: none

Minutes from the January regular meeting were approved. No corrections. (Motion: Stacey, 2nd: Jeff)

Old Business: Vote to officially accept the resignations of Board members Patricia Haywood and Rebekkah Lamphere effective January 5, 2025.
Motion 2507 by Doug and second by Star passed by voice consensus (4-0-1: Deb T abstained because not physically present)

Treasurer's Report (sent in email)

- Stacey presented the Treasurer's Report with a new format for both the month-to-month spreadsheet and report itself. Feedback was gathered to make additional corrections.
- Conversation was had about paying back the RBC account for the amount taken for the construction project. However, given the uncertainty in the markets and changes in politics, as well as questions about the project itself, it was decided to leave the funds in the savings account for now.
- Stacey and Sara discussed the need for a new staff laptop to replace the laptop borrowed by Pat H that is now serving as the Treasurer's laptop. UHLS provided a proposed amount of between $800-$1000 for a brand new machine. It was determined by the group that Sara could move forward with this purchase, with funds being drawn from the UHLS Special Leg. Fund check received at the end of January.

Director's Report (sent in email)

- Sara presented her report, and there were no questions.
- Sara reported that Kaitlyn was doing well, and she'd like to get her in for more hours and grow her skills.
- Conversation regarding the tenant and the need to revisit garbage pickup, tenant relations and other administrative items now that Rebekkah and Pat are no longer playing those roles on the board.

    - As part of the conversation, Stacey connected with Pat by email to see if we had a written contract with Stan Pettibone for snow plowing (no).
    - No firm decisions were made about administrative coverage at this meeting.
- Alice Walsh has asked on the part of the 4th of July parade committee to use the porch for a barbershop quartet. No objections to this request.
- There will be a new UHLS shared library calendar widget going onto the website in 2026 and we will need to budget for this.

Other Committee & Programming Notes

- Star reported that the Writing group has a lot of publicity, and there were 3 people signed up. She noted that opening up some evening slots with a librarian present would be a good thing.
- Star asked if there would be interest in a children's parade and/or promotion of the library during the parade itself. General conversation was had, but no specific vote or action plan was put in place.
- Doug led the group in a discussion of the appropriate amount for the 404 Plan. It was suggested that a total of $45,000 be requested, which would be a net amount of $30,000 above our current town funding level. These funds could be used for:
    - Upgrade of PT Director to FT Director
    - Keeping PT Staff
    - Extra funding for physical plant upgrades and programming.
- MOTION 2508 by Doug and second by Star passed by voice consensus (4–0-1: Deb T abstained because not physically present)
    - NEXT STEPS: Star will get the correct forms for signature collection from property owners
    - Stacey will create an infographic showing how the money would be used.

Motion 2504 to adjourn by Deb and second by Star at 8:19pm.