

Berlin Free Town Library

Regular Meeting

March 3, 2025

7:00 p.m.

Call to Order at 7:01 p.m.

Roll Call:

Present--Doug, Jeff, Star, Cristi; Sara

Absent--Deb, Stacey

Members of public--Nancy

Public Comments

- Nancy suggests increasing the fax fee to a flat \$3.00.

Vote on Minutes

- *Motion 2510 to approve the annual meeting minutes with an amendment to the trustee terms of Star Donovan and Jeff Bell. Star is filling the remainder of Rebekah's term, Jan 2024-Jan 2029. Jeff is filling the remainder of Jan's term, Jan 2023-Jan 2028. First by Doug and second by Cristi passed by voice consensus.*
- *Motion 2511 to approve the regular meeting minutes from February by Jeff and second by Doug passed by voice consensus.*

Treasurer's Report

Stacey sent her report.

Director's Report

- *Motion 2512 to approve the 2024 NYS Report as presented to the board by Doug and second by Jeff passed by voice consensus.*
- Advantage Plus spending process started by Judith.
- Preview of "Arts Alive"
- StoryWalk
- New laptop on the way
- Staff evaluations
- Frank, who was hired to install the mini-splits, is not answering calls and emails. Star's boss, Timothy J. O'Connor, a lawyer, is willing to call him.
- Tim Burke is retiring in April. Interviews are occurring now.

Committee Reports

- Finance:
  - Star drafted a petition for the 414; motion 2513 by Doug and second by Jeff passed by voice consensus to accept the petition to present to the town clerk. Some discussion of process after that.
  - 176K endowment
- House and Grounds:
  - New library doors (Deb will report next time)
  - Mini-splits update (see Director's report)
- Collection Development:
  - Kaitlyn, Nancy, and Sara have been setting apart books to consider weeding based on condition, circulation, etc.
  - Sara would like to begin some kind of collection feature.
- Personnel:
  - Library Director Evaluation--access needed to one last evaluation.
  - Library Director Evaluation--align timeline to be final at end of year so that the new contract can follow immediately; start this in 2026.
  - Library Director Evaluation Policy--continue revising to clarify process and timing.
- Public Relations:
  - Sara suggested an annual report to the community that also includes donors.
  - BFTL has permission to use the old Z-barn sign.
- Library Programs:
  - Writing Group update--3 attended; next 3/25 at 6:30
  - Celtic Concert preparation--3/23, flyer coming
  - Stephentown Library is not running the summer camp anymore; it's being run by the town youth director. BFTL has \$2000 to send kids to this camp this year again.
  - Photo contest may not run.

## Correspondence

Donation letters and in memory donation letters mailed

## Old Business

- Signature page for Ch. 414 municipal vote
- Wooden signs for promoting library programs

## New Business

## Announcements

*Next Meeting will be held on April 7, 2025 at 7 p.m.*

Adjournment at 9:07 after motion 2514 by Cristi and second by Jeff.

Executive Session

9:10-9:20

Personnel Performance