

Berlin Free Town Library
Board of Trustees
Regular Meeting
May 5, 2025

Call to Order at 7:07 p.m.

Roll Call: Present--Doug, Cristi, Deb, Star, Jeff, Stacey; Sara

Public Comments: none

Minutes

- Motion 2520 by Deb and second by Doug passed by voice consensus: accept April's regular meeting minutes with clarification that Jess will "try to provide" (not "offer") five camp slots .

Treasurer's Report

- Month in the red
 - Lower donations. Waiting for Rensselaer County and town of Berlin funding to come through; updated insurance proof needed and sent. All second quarter payments due in April. Paid for doors.
- Slow banking transition. Stacey continues to work on all the accounts.
- Fuel (Eagle): 910 gallons last year; 800 gallon contract offered at 3.39⁹; will monitor

Director's Report

- Patron count doesn't include yoga (6 people twice a week) because the library is not open; Storytime participants count because the library is open.
- Monthly circulation and digital content statistics
 - More info added to report
 - More items lent to other libraries
 - Up in BFTL's own circ compared to LY
 - Within digital budget; feels she could learn more; average wait is around 35 days in Libby
- Review of collection development process
 - Some donations from various sources. Weeding continues (condition, circ, etc.), and some books are being replaced.
- Updates on library programs, facilities and UHLS
 - April programs ran: Writing Group, Storytime, Book Club, Work Force, Yoga
 - StoryWalk: missing welcome page, post, pages; BMHS CAM group will put up the new StoryWalk.
- Jeff asked about the use of computers. Most use just the wifi and printer.
- Sara had to answer a few questions about the narrative in the annual report.
- Sara met with Doug and Cristi to go over her review and will set goals to send to Cristi.

Committee Reports

- Finance Committee
 - Ch.414 Municipal Vote--Signatures to be presented to the town for sustainable funding proposition to be added to the ballot this fall for a vote. Present plan at town meeting at 7:00 Thursday, 5/8: need to expand hours, etc.
 - Including 26K, endowment at 270K.
- Collection Development Committee
 - See director's report.
- House and Grounds Committee
 - Sara is wondering if Hartland Designs is doing the mowing or just the gardens, and Cristi will ask about it.
 - Sara will ask Bruce about the chimney.
 - Sara is working on finalizing her choice in paint color for the new doors.
- Public Relations Committee
 - Community newspaper initiative
 - Star switched her NextDoor from Troy to Berlin.
 - Library signage
 - One company sent a design for \$385 each, and Star is waiting for info from the other company.
 - She also gathered some examples of movable signs, which she is donating.
 - Doug is concerned that this isn't in the budget.
 - Sara got an email about a signage webinar and will look into it.
- Fundraising Committee
 - none
- Programming Committee
 - Fourth of July Parade
 - Pie sale, ice cream, etc.
 - Deb will donate pies again.
 - Summer Reading Program: "Color Our World"
 - Stacey will help with activities.
 - Sara is interested in offering some kind of gift or prize.
- Personnel Committee
 - Evaluation meeting with Library Director (see above)

Old Business

New Business

Announcements

Next regular meeting: June 2, 2025

Motion 2521 by Deb and second by Stacey to adjourn at 8:25.

Minutes submitted by Cristi Lamontagne