

Berlin Free Town Library
Board of Trustees Regular Meeting
September 8, 2025 at 7 P.M.

Call to Order at 7:06

Roll Call: Present--Doug, Cristi, Stacey, Star, Jeff; Sara (Director); Absent: Deb

Public Comments: none

Minutes

- Motion 2526 by Stacey and second by Jeff to accept the minutes from August's regular meeting passed by voice consensus.

Treasurer's Report

- Status of our annual funding from the Town of Berlin and Rensselaer County: expecting \$17K, but delayed.
- LLSA check received for \$1376.10.
- July apartment rent paid but awaiting August. Stacey will review rental agreement and send letter if needed.
- Misc. income \$40 from yoga.
- No billing notices from UHLS or Baker & Taylor this month.
- Remaining Summer Reading Program cost was \$300 for Via Aquarium and culminating program event supplies of \$281.39.
- 3 pay periods this month created higher salary expenses than other months.
- Update on library credit card and bank accounts.

Director's Report

- Monthly circulation and digital content statistics: some libraries discontinuing Hoopla, but Sara thinks BFTL should keep it because of variety and access (in contrast to Overdrive).
- Updates on library programs and acquisitions: Book Club has grown; not many came to VIA (so might have reptiles again instead); SRP party success (discussion of offering more music events).
- Not happy with Baker and Taylor: items backordered, damaged.
- Tried to get someone else to look at the chimney.

Committee Reports

- Finance-
 - \$254K; Proposed library budget with an increase in funding if vote passes: increased hours for director with salary possibly around \$45K, which will take most of the funding; Doug suggests allocating \$5K for building maintenance; discussion of sending 414 info to email list and asking people to share--Star will write the language, Stacey will create graphics, and Sara will send everything through MailChimp.

- Date(s) for Q&A Ballot Initiative: 10/23 and, if needed, 10/30 at 6:30 p.m.
- Collection Development-See Director's report.
- House and Grounds-
 - Review proposals and invoice from Northeastern Fireplace and Design of first phase cost of \$6974.92 for thermocrete ceramic flue sealant on 9/17: Motion 2527 by Star and second by Stacey to accept the proposed cost to repair the library's chimney passed by voice consensus.
 - Stacey will double check the construction grant progress regarding the doors.
- Public Relations-See finance report.
- Fundraising-See finance report.
- Programming-
 - Ideas for a fall community event for children.
- Personnel-See plan in finance report for more hours if 414 passes.

Old Business

- Friends have been putting up posters, distributing more flyers, and will be having bumper stickers made in support of the BFTL.

New Business

- Motion 2528 by Cristi and second by Doug to accept Deb's resignation as trustee and Vice President passed by voice consensus.
- Motion 2529 by Star and second by Doug to nominate Jeff as interim Vice President passed by voice consensus.
- Discussion of the development by Sara and Stacey of a purchasing policy with consideration for the Director's authority to make decisions for extrabudgetary items of up to \$1000 in an emergency situation.

Motion 2530 to adjourn at 8:34 by Stacey and second by Jeff.

Next meeting of the Board will be on October 6, 2025, at 7:00 p.m.

Minutes submitted by Cristi Lamontagne