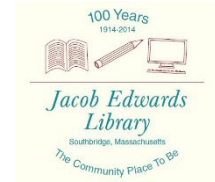


**Jacob Edwards Library
Board of Trustees
Meeting Agenda**

Oct. 25th, 2022 In Person Meeting in the Pioppi Room



Attending: Dick Whitney, Gary Bridgman, Mary Ellen Blake, Beth Cournoyer, James Dyer, Robin Weber, Bernadette Meade, Margaret Morrissey, Library Director.

Minutes were taken by Beth, and typed by Robin.

A. Call To Order: The Meeting was called to order at 12:05PM

A quorum of Board Members was able to attend the mock up of a possible chess park on the grounds of the library. In addition, Beth reported that her husband (who has experience in landscape design), recommended that the park if decided on would be best sited on the (facing the building) right side of the building.

B. Vote to accept minutes of last meeting. Sept. 22 Meeting minutes were accepted. Dick made the motion, Mel seconded, Jim abstained.

C. Financial updates:

Gary provided us with information regarding the state of the invested funds following the significant drop in the market. Gary reported that was due to conservative investments, required by the state for municipal boards. Our investment fund in 2015 was 1 million dollars, and as of now it has grown to 1 million 794. We did lose some of the funds during this Market period, but still are solid in our investments.

D. Vice Chair report

- **Bank Trust certification of Bank Trustees- updated last month, just a check in to see if we are all set.**
Jim reports that we are currently up to date with bank certifications. He reported that the Bank has expressed a willingness to work with the Trust with regards to the length of the certification (currently at one year). Gary raised a question/concern that in the original documents it was mandated that Bank appointments are only for one year.
- **Calendar review and update.**
Jim will present an updated calendar at the next meeting.

E. Chair Remarks

- The current five-year plan is on the library website and should be reviewed by each member of the board. We are now starting the process of evaluating that plan and developing a new plan that will be due by June 30, 2023, and will be effective from July 2023-June 2028. Robin has developed a tool for the trustees and library staff can use as an outline for evaluating our current objectives. She will send this by email, and a paper copy was also handed out. Please return your review tool by no later than Jan. 10th, 2023. If possible, email it back to Robin, or leave at the library for her.
- Change of Meeting dates for November and Dec. New Dates 11/29; 12/20: After this item was discussed, it was decided not to hold a meeting in December.

G. Library Director Updates staffing, Capital Planning, Collections development:

Distributed her report, and highlighted several items.

- Chris Collins of Energy Conservation Inc. and Eric Rumsey, Town Planner reviewing the library energy use. Need to look at parking lot lighting, weatherization and sealing of windows, adding foam to the roof and the feasibility of hosting an EV charging station.
- ECI provided a quote to light the two sculptures for \$9,964.76. Margaret is looking into ways to provided additional funding to the \$3000.00 already available.
- Megan Garlie, Circulation Assistant has been awarded an MA in Archeology.

H. Old Business /Action Steps

1. Approval of location and commitment to help fund some or all of the chess Park.

- Following a discussion with Ben the Trustees moved to approve the location of the Chess Park to be at the library. Ben now will go forward with plans to work with a landscape architect and develop a final budget of what is needed. Ben reported he will be seeking grants to help fund the project. Dick made the motion to support the location of the chess park on the eastern side of the building, Mel seconded it, and it was passed all in favor.

2. Technology Task Force updates and plan to move the technology upgrade forward.

Jim reported due to scheduling he has not yet been able to meet with this task force. He will renew his efforts and will report back to the group.

I. New Business/Action Steps

Margaret requested funding to provide a luncheon for the staff on their ½ day closure for training. Bernadette made a motion to fund up to \$250.00 for the luncheon, and that the board supports the ½ day closure for training and support for staff subject to Town approval.

Next Meeting Jan. 24, 2023 at the Jacob Edwards Library 12:00PM