

Hazeltine Library Board of Trustees meeting 10/26/21

CTO: 5:00 PM

PRESENT: Nikole Knobloch, Sally Burns, Judy Haller, Liz Burns; trustees, Katie Smith, library director.

TREASURER'S REPORT: Judy explained expense over income in Sept. due to painting cost of library trim not previously budgeted.

Funds in Money Market available to cover. Written reports presented, all approved. Katie noted that NYS 10% of septic project still to come in, she is sending completion form today.

MINUTES from September 2021 reviewed and accepted as submitted.

CORRESPONDENCE: Thank you received from Busti Historical Society for library participation in annual Apple Festival.

DIRECTOR'S REPORT: Katie submitted written report, highlighted the following:

Local Girl Scout troop will begin using community bldg for their twice monthly meetings, continuing as weather permits.

NFG has graded, repaired, reseeded lawn, will do driveway repair as weather permits.

Library partnered with Pearl City Arts for bookbinding demo at Apple Festival. Debra Eck will do class in community bldg this Spring.

Current report on statistics for library usage, etc. weeding and dispersal of older items continues.

All funding for new bldg has been rec'd, save NYS portion, all vendors paid. \$115.00 left over, will combine with NY share for amenities.

OLD BUSINESS:

Trustee search: Katie rec'd two applications, shared info with trustees. All agreed to accept both, invite to Dec. mtg. Lori Stearn, Deb Siggins. Latter would require meeting time change. We agreed to move meetings to 6:00 PM, still on Tuesdays.

Invite to Susan to attend mtg: Nikole expressed trustee respect to library aide; our good fortune to have her skills, invited her to attend a mtg if she would like. She declined, but expressed concern for lost pay over closings on upcoming holidays as most fall on her scheduled days. We agreed to remain open on Friday after Thanksgiving, and stay open till 5 on Christmas Eve and New Year's Eve. We will increase her annual bonus in lieu of pay missed for 4 other hours we are closed on her days.

Sexual Harassment training: all trustees save Sally have completed and submitted verification forms, Sally will do asap.

NEW BUSINESS:

Trustee review of annual evaluation forms for library director: Katie left mtg, we went over same:

1. Need for discussion regarding low usage of library, now at 1/2 of totals pre covid. Is it collection choices, type of programs, patron relations, hours, other? Need to compare with other small libraries in CCLS.

2. Overall rating revealed 80 excellent responses, 8 needs improvement.
3. Need to discuss and compare pay rates and bonuses with comparable libraries.
4. Katie returned, we shared with her.

BOOK SALE: Katie proposed we return to having a sale, with entirely different format. We can display discards and donations in the community building during regular library hours, 2-3 days at time to decided. More discussion to follow.

ADJOURNMENT: Mtg adjourned at 6:20 PM. NEXT MEETING: 12/7/21 6:00 PM