

Bethlehem Public Library Trustee Minutes – May 9th, 2022

Members Present: Doug Harman, Len Grubbs, Tana LeClair, Sara Plumley, and Barbara Szeidler; Mike Culver, Rhienna Miscio, and Nora Clark attended virtually.

Librarian Present: Laura Clerkin

Meeting Commenced at 7:00pm.

Meeting Minutes

Len made a motion to accept the minutes as written, with Sara seconding; the motion passed unanimously.

Treasurer's Report

This month, the budget is still favorable by \$9,660. There is still \$2,713 left from the ARPA grant. Laura has planned to use some of these funds to pay for new signage and a camera for the outside of the building.

A motion was made by Barbara to accept the report, which was seconded by Sara; the motion passed unanimously.

Old Business

New accounts have been set up at Woodsville Guaranty Savings Bank, and Len went in today to close the accounts with Mascoma Savings Bank. The transfer will be complete before the end of June, which is when the local Mascoma branch will be closing.

Discussion was had regarding health insurance for a library employee. Discussion will be ongoing until the situation is settled.

Committees

HR – Changes to the wording in Appendix D of the Bethlehem Public Library Employee Handbook were discussed, specifically regarding information about paid time off.

Annual surveys will be sent out sometime around the end of June.

Finance – Nothing to report.

Buildings and Grounds – Nothing to report.

Technology – Mike found the universal remote Laura requested for the conference room system. Laura ordered it on Amazon, so that it can be returned if it is not what we need. The cost was around \$190, which is \$30 less than originally thought. It will be here later this week.

Mike also looked at printer costs, as well as leasing versus outright purchasing. He got quotes from Xerox and SimQuest. He will work on an estimate of costs of using each machine over the next five years and will report back.

Bylaws and Policies – Nothing to report.

Librarian's Report

Laura ordered new checks for the new bank accounts with WGSB.

Laura also ordered a new version of Quickbooks, which is now a subscription versus a software. She was quoted \$183 for this year, but this will have to be added to the budget, as it will be a recurring annual cost.

Laura is still waiting on the tent that was paid for with the ARPA grant. She talked to Chris McGrath about getting the Odd Fellows to help put things together once it arrives.

Laura is meeting with Sue Greenlaw tomorrow morning (5/10/22) to discuss her idea about the library becoming the school's library.

There was a patron in the library today who tested positive for COVID-19 soon after. The staff will test in five days, out of an abundance of caution.

Len made a motion to adjourn the meeting at 8:07pm, with Sara seconding. The motion passed unanimously.

Respectfully Submitted

Tana LeClair, Secretary