

## *Jacob Edwards Library*

### **Minutes of November 23, 2021**

The Library Trustee meeting of November 23, 2021 began at 12:04 PM. Present at the meeting were Trustees Maureen Gullekson, Robin Weber, James Dyer, Gary Bridgman, Dick Whitney and Library Director Margaret Morrissey. Mel Blake was unable to attend the meeting. Tammie Darling was present to record the minutes.

Dick Whitney motioned to approve the September 2021 minutes, Maureen Gullekson seconded. So voted.

Financial Report – Gary Bridgman discussed year to date balances for trust accounts and JEL endowment account. Gary will reach out to Bank of America, which handles the trust accounts to discuss performance. Robin Weber would like to develop a procedure for the Trustees to follow when asked for funding for projects. Margaret Morrissey distributed a list of expenditure proposals for possible Library projects. The Trustees discussed inviting the Town Treasurer, Sharon Ashley, to the December 2021 Trustee meeting.

Chair Report – Robin Weber met with the Town Manager and discussed the role of the Trustees and reminded the Manager of items that need repair at the Library.

Vice Chair Report – James Dyer updated the Trustee calendar and will print for next meeting.

Director's Report – Margaret discussed various repairs/maintenance that have been completed at the Library. Robin Weber motioned to accept a \$1000 donation from a Sturbridge patron in honor of her son for deposit into the gift account. Maureen Gullekson seconded. So voted. Maureen Gullekson motioned that the Trustees contract with artist Audrey Weber for a piece of art, not to exceed \$1000, selected by Margaret Morrissey and staff with the money from the \$1000 donation. Dick Whitney seconded. So voted. Robin Weber motioned to provide funding not to exceed \$300 for a Library staff holiday lunch. Maureen Gullekson seconded. So voted.

Old Business – Margaret Morrissey sent the Trustees a link for the new Library website.

Fines Policy- Margaret Morrissey distributed a DRAFT Fines Policy. Maureen Gullekson suggested simplifying the Policy by mostly eliminating the first paragraph and keeping all bullet points, no further action was taken.

New Business- Special funding request- Dick Whitney presented the Trustees with a proposal that JEL purchase a touch enabled business display kiosk for installation at the Library, which patrons could use to look up information including events in the area. The approximate cost is \$8300 which would include the hardware, configuration and software license. James Dyer and Maureen Gullekson suggested that the Trustees see an example of how the kiosk works and the content that would be displayed on the screen.

James Dyer left the meeting at 1PM. The meeting was adjourned due to lack of quorum at 1:05PM. The next meeting will be held on December 21, 2021 at 12:00 PM.