**S. White Dickinson Memorial Library Board of Trustees Meeting Minutes**

**Wednesday June 14, 2023**

**Meeting held via Zoom**

**Present:** Bob Smith,chair, James Ross, Cynthia Allen, Frederick Orloski, Lawrence Ashman, Bob Klinger, Cyndi Steiner, Director

Meeting called to order by B.Smith at 6pm.

Motion to accept minutes made by L.Ashman, seconded by C.Allen All approved

**Financial Report:**

* J. Ross received an updated Library Financial Report from D. LaPlante town accountant. Estimated $13000 remaining in FY23 Municipal Budget
* Cyndi Steiner reviewed outstanding Invoices that she had for FY23.

**Election Update:**

B. Smithgave an update on the recent election. Peter Richardson received 4 votes, Sheila Symanski received 3 votes and Sheila Powers received 1 vote. Since Sheila is known as Sheila Powers it will be up to the Board of Registrars if the intent of the voters was to vote for Sheila Powers. If neither candidate is interested in serving as Trustee there was a five way tie among other write-in candidates. Must be appointed by selectboard and will serve a one year term.

**Director’s Report:**

* Cyndi reminded the Board that she has an open door policy for all
* Reported that old copy machine is gone and that the second red box for the lift has been delivered and is on a shelf in her office
* Email from MBLC regarding question changes on AIRS Report regarding Intellectual Freedom Challenges. Will take AIRS workshop on 6/29
* Attended workshop on Program Design and Thinking
* Thanked C. Allen and L. Ashman for their service and dedication to the library

**Old Business:**

* Window Treatments have been ordered. B. Smith asked Cyndi to send him an email when they will be installed so that he can email the Board to let them know**.**

**Front step repairs:**

**Project is a go**

* Project is scheduled to begin on August 21. Library will need to be closed. Mason will need the whole week to complete the project. Weather dependent
* Wood decking repairs will be left to another time
* Access to library will be limited the week before stair repairs start
* Center rail is going to be replaced with one similar to the ones on the outside

**Electrical Upgrade:**

* Not much has been done yet
* Plumber and Electrician need to meet to discuss best placement of hot water heaters
* F. Orloski was asked to schedule an appointment with both the Electrician and Plumber. He will bring the estimates to the next meeting for Board to review and approve who to hire

**Other:**

 **Chimney Repair and Rotunda window repair**

No update yet. J. Ross will ask around and find someone who is willing to do the work.

**New Business:**

**End of Fiscal Year Purchasing:**

* **Cyndi has two maintenance related items that she would like to see done:**
	+ **Clean the carpets upstairs, usure the last time that they were cleaned**
	+ **Furnace, even though it is a backup, hasn't been cleaned since 2018**
	+ **Staff Wishlist:**
		- Chair mat with a lip for the Circulation Desk
		- New single sided Book Truck
		- New chair for Circulation Desk

**Maintenance Subcommittee:**

* R. Klinger created a list of all the maintenance that needs to be done
* List was sent to members of the Subcommittee. Offered to sent to any Board member who is interested
* List will count as minutes of Subcommittee Meeting

**Meeting adjourned at** 7:07 PM. Motion made by L. Ashman seconded by F. Orloski Next meeting is scheduled for July 12 at 6PM