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

**Wednesday July 12 , 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 F. Orloski, seconded by L. Ashman All approved

**Vacant Trustee Position:**

B. Smith reached out to both Sheila Powers and Peter Richardson aren’t interested in serving as Trustees.

B. Smith has also reached out to George Colt. He is interested in serving.

Motion to nominate: F.Orloski seconded by J. Ross unanimous approval

B. Smith will write a letter to the Board of Selectman about George becoming a Trustee.

One position is still vacant.

**Financial Report:**

J. Ross estimated a surplus in FY23 budget

Cyndi Steiner reviewed outstanding Invoices. Filed encumbrance for Demco for $2501.62 Estimated a balance of $1000 left.

J. Ross questioned Comcast's increase. Cyndi will look into it and report back

New Special Revenue line item:

 Previous Friends Group donated money to the library. Restrictions are attached. In order to spend the funds the Director must provide evidence that the details are in place then money can be released.

**Director’s Report:**

J. Cavacco has submitted her letter of resignation. Her last day will be August 15.

Vote to approve her resignation. Motion: F. Orloski seconded by R. Klinger All approved

Question regarding substitute rate of pay. Substitutes will be paid $18.00 an hour.

Drop Box is starting to show its age. Might want to consider replacement in the future. Potential to have current box repaired

ARIS numbers for the year look really good!

**Old Business:**

* Window shades have been installed in the Adult Stacks Look really good
* Front step repairs. Still on for the week of Aug 21, 2023
* Updated material will be used, mason not happy with originally recommended product. New recommend material will work better
* No ADA access from August 14 to 25
* Electrical Upgrade F.Orloski in process of scheduling appointments with electrician and plumber. Would like to have the Building Subcommittee present at meeting. F.Orloski will present information at a future meeting.

 **New Business:**

* R. Klinger reached out to Pella Stress crack in the window A replacement window has been ordered
* L. Ashman will remain on the Board until a replacement can be found
* B. Smith nominated and unanimously approved as chair of the Board
* Next meeting will be August 16 at 6PM

Meeting adjourned at 7:00PM by B. Smith

Motion: J.Ross seconded: F.Orloski