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Conant Public Library Board of Trustees Meeting Minutes

Meeting Date: August 14, 2023

Attendance:

Present: Jennifer Bennett, Ann Goodrich-Bazan, Jeny Levissee, Kristin Landry, Thea Marsh, Barb Depew, and Library Director Barry Deitz; Excused absences: Mary Gannon, Jenn Howe, Mitty Johnson

Public Meeting convened: 6:33 p.m. meeting called to order by Ann.

Reports

Secretary's Report

Thea made a motion to approve the 07/24/23 minutes as amended, Kristin seconded. No discussion; 6 yes, no abstentions. Motion carries.

Treasurer's Report

Thea made a motion to approve the Treasurer's report as written and place it up for audit, Barb seconded. No discussion; 6 yes, no abstentions. Motion carries.

Director's Report

See attached Director's Report.

Committees

Policy/Bylaws Committee - BOT Bylaws draft reviewed by Board and minor adjustment made during tonight's meeting, including Article 33 of Town Report for FY ending 2007 (see below in Old Business). A revised copy will be worked on by the Committee.

Finance Committee - Will meet sometime in September

Museum Committee - Annalise has not yet let Jennifer know what day of the week and time would work best to meet (She's been very busy with the Summer Reading program). Jennifer reached out again (in person) and Annalise will get back to her. The best times for Thea and Jeny are evenings or weekends, but Annalise only works mornings, so it will likely be a Saturday.

Building Committee - Ann met with Amy Bond, who said that the town has already used the FEMA funds for the library. She said that Tim Pelkey came to the library and did some repairs and installed a new sump pump. We will need him to show us what he's done because we

haven't seen any of this.

Old Business

Research on old warrant articles - Jennifer found Article 33 of Town Report for FY ending 2007 that says we can keep any money made from income-generating equipment, fines, etc.

Budget Updates - There was a lot of reorganization of the budget categories. They will go in front of the Budget Committee sometime in September.

New Business

Savings Bank of Walpole - Jenn Howe met with Carol Whippie from the Winchester branch and they opened up the appropriate accounts. Jenn, Ann, and Mitty are check signers. There ended up being some confusion/"cross-wiring" with the accounts, where Jenn Howe's personal SBW account shows up when you log into the Library accounts. So this needs to be resolved. Jeny suggested that we have a separate account attached to our debit card that can only have around \$500-1,000 so that Barry can use it, but Ann suggested having purchase caps on a single account as opposed to a separate account. She feels confident after her meeting with Carol that there will be a lot of protections against fraud or misuse on the debit card. Jenn, Ann, and Barry will meet to give Barry all the banking info that he requires to set up new vendor accounts. Barb made a motion that Ann and Jenn work with SBW to secure a debit card with a daily limit of \$500. Thea seconded. No discussion; 6 yes, no abstentions. Motion carries. We will wait to speak with Jenn to decide the Board policy re: daily limit as she is most familiar with the Budget. We will then work on the procedure after the policy is decided.

Meeting adjourned: 8:08 p.m. Barb made a motion to adjourn. Kristin seconded. No discussion; 6 yes; no abstentions. Motion carries.

Next meeting is Monday September 11, 2023

Submitted by,

Secretary
Jennifer Bennett