

Bethlehem Public Library Trustee Minutes – July 11th, 2022

Members Present: Doug Harman, Tana LeClair, Barbara Szeidler, Lisa Ffrench, and Sara Plumley; Nora Clark attended via phone conference.

Librarian Present: Laura Clerkin

Meeting Commenced at 7:00 pm.

Meeting Minutes

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

Treasurer's Report

A motion was made by Lisa to accept the treasurer's report as written, with Barbara seconding. The motion passed unanimously.

Committees

HR – Barbara is recommending that an addendum be made to appendix D of the employee handbook, stating that unused paid time off is not available for carryover beyond December 31st of each calendar year.

Barbara made a motion to make the recommended changes as discussed in this meeting, with Sara seconding; the motion passed unanimously.

Finance – A motion was made by Sara to accept a donation made to the library, which was posted in the Caledonian Record. Barbara seconded the motion, with the six trustees attending all in agreement. The motion passes.

Buildings and Grounds – Nothing to report.

Technology – Mike has gotten some more quotes on the copier, and Laura is reviewing them.

Bylaws and Policies – Laura's annual evaluation forms have been distributed; they should ideally be returned as soon as possible.

Librarian's Report

The Summer Reading Program has been going well. Laura has been distributing a weekly flyer with each week's upcoming activities.

All orders, paid for with the ARPA grant, have come in and been installed, except for some new signs for outside the library. These have been ordered but have not come in yet.

A motion was made by Sara to adjourn the meeting at 7:28pm, with Nora seconding; the motion passed unanimously.

Respectfully Submitted

Tana LeClair, Secretary