

Bethlehem Public Library Trustee Minutes | December 8, 2025

Members Present: Douglass Harman, Nora Clark, Len Grubbs, Stephen Dignazio, Barbara Szeidler, Lisa Ffrench and Melissa Smith

Absent: Sally Syren and Sara Plumey

Librarian Present: Laura Clerkin

Public Present: None

Meeting commenced at 7:01pm

Meeting Minutes

Nora made a motion to accept the November minutes as written. Stephen seconded. The motion passed.

Treasurer's Report

The budget currently shows \$23,000 over due to facilities cost. That aside the budget is in a good place as we wrap up the year. Barbara made a motion to accept the Treasurer's report, second by Lisa. The motion passed.

Old Business

None

New Business

None

Committees

HR - None

Building and Grounds - Concrete for the pavilion is finished. New landscape provider has been doing a good job so far.

Finance -

Donations: The library received a total of \$5,575 in donations this month. Len moved to accept the donations and Barbara seconded. The motion passed unanimously.

Bylaws and Policies -

The board reviewed and discussed a draft policy and request for minor records form in compliance with HB273.

Len made a motion to accept the policy as written, seconded by Nora. The motion carried with one member abstaining.

Laura handed out a revised version of the Circulation Policy for Trustee binders.

Technology -

Laura bought 2 new laptops on sale for \$400 total.

Librarian's Report

Laura discussed the Dolly Parton's Imagination Library program, which mails free books monthly to children ages 0–5. Postage costs are \$2.60 per book. Due to recent funding cuts, the program's partner organization is unable to fully meet its commitment and is relying on donations and supplemental funding.

Bethlehem currently has 24 children enrolled in the program. Laura requested Trustee input on allocating \$200 for postage costs for February and March to ensure the program continues for Bethlehem children. Following a brief discussion, the Trustees confirmed that funds are available. Len made a motion to approve the expenditure, which was seconded by Barbara. The motion passed unanimously.

Laura shared that 216 people attended Christmas in Bethlehem event and it went well.

Len made a motion to adjourn the meeting at 7:21pm, with Barbara seconding. The motion passed unanimously.

Respectfully Submitted,
Melissa Smith