

Bethlehem Public Library Trustee Meeting Minutes | September 14, 2026

Members Present: Douglas Harman, Nora Clark, Len Grubbs, Sarah Plumey, Stephen Dignazio, Kim Koprowski, Barbara Szeidler and Melissa Smith

Absent: Lisa Ffrench

Librarian Present: Laura Clerkin

Public Present: None

The meeting commenced at 6:59pm

Meeting Minutes

A motion to approve the August minutes as written was made by Sarah Plumey and seconded by Len Grubbs. The motion passed.

Treasurer's Report

The Treasurer reported that the budget is approximately \$400 favorable at the 8 month mark.

Sarah asked about the library's current gas rate. The Treasurer reported that the library is locked-in at a \$2.15 rate.

Laura reported that year-to-date book sales have generated approximately \$3,200.

A motion to accept the Treasurer's Report was made by Nora Clark and seconded by Kim Koprowski. The motion passed.

Old Business

None.

New Business

None.

Committees

HR -

The Library Director's annual review and compensation discussion will take place in a nonpublic session.

Building and Grounds -

The committee conducted a walkthrough of the building and grounds and documented needed improvement and repairs. The committee will distribute the details of the walkthrough to all trustees for review and discussion of next steps.

Finance -

Laura reported that the library received \$350 in donations this month. Len Grubbs made a motion to accept the donations, seconded by Sarah Plumey. The motion passed unanimously.

Bylaws and Policies -

None.

Technology -

None.

Librarian's Report

- Laura presented a quote from Xerox for a new copier. The Board discussed the advantages and disadvantages of renting versus purchasing a copier and whether a change is warranted at this time. Laura reported that demand for copying services remains consistent with the previous month and that staff can continue to manage the workload.
- Laura reported that the Casino being built in Littleton accepts nonprofit partners for fundraising opportunities. She suggested that the Friends of the Library apply.

- The Library Media Teacher at Bethlehem Elementary School contacted Laura regarding utilizing the Bethlehem Public Library for classes due to changes to their classroom and library space. The Board discussed the request and the associated legal and logistical concerns.

Sarah Plumey moved to decline the request due to the legal and logistical concerns discussed by the Board. Len Grubbs seconded the motion. The motion passed unanimously, with all Board members present in agreement.

- Laura reported that she will be out of town from September 16–23, 2026, to attend the ARSL conference in Alabama and visit family afterward.
- Regarding the Board's next meeting on October 5, 2026, Laura reported that she will be hosting guests and could attend the meeting via Zoom if needed. The Board agreed that Laura's attendance would not be necessary, as the meeting will focus on the budget and the Finance Committee will have met beforehand to prepare.

Nonpublic Session

Barbara Szeidler moved to enter into a nonpublic session to discuss employee compensation and annual performance evaluation. The nonpublic session commenced at 7:58pm.

The Board reviewed the Library Director's annual performance evaluation. A motion to approve the evaluation as written was made by Nora Clark and seconded by Stephen Dignazio. The motion passed unanimously.

The Board discussed compensation and agreed to revisit the matter during the October 5, 2026 budget meeting.

At 8:11pm, Barbara Szeidler made a motion to return to public session. Sarah Plumey seconded. The motion passed unanimously.

Sarah Plumey made a motion to adjourn the meeting at 8:12pm. Len Grubbs seconded.
The motion passed unanimously.

Respectfully submitted,
Melissa Smith