

Bethlehem Public Library Trustee Meeting Minutes | April 13, 2026

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

Librarian Present: Laura Clerkin

Public Present: None

Meeting commenced at 6:59pm

Newly elected trustee Kim Koprowski introduced herself to the board. Each board member then introduced themselves.

Meeting Minutes

Len Grubbs made a motion to accept the March meeting minutes, contingent upon correcting the meeting date. The secretary will revise the date and provide an updated copy to the board.

Nora Clark seconded the motion. The motion passed with Lisa Ffrench, Sarah Plumey, and Kim Koprowski abstaining.

Treasurer's Report

The current report reflects a balance of \$25,246 favorable to the budget. However, pending adjustments are expected to bring this to approximately \$2,000 favorable, which more accurately reflects the current financial position.

Sarah Plumey made a motion to accept the Treasurer's Report. Nora Clark seconded. The motion passed.

Old Business

None.

New Business

None.

Committees

HR - Laura is conducting employee reviews this week.

Building and Grounds - The pavilion project is delayed due to weather. An official start date is still pending.

Finance - None

Bylaws and Policies - The committee reviewed the following policies and noted no changes were needed.

- Record Retention Policy
- Investment Policy
- Library Approval Authority

Laura confirmed with the town that the Record Retention Policy is accurate and compliant with current laws.

Barbara Szeidler made a motion to accept these policies as written. Len Grubbs seconded. The motion passed.

The board discussed a potential revision to the Office Equipment Policy to address copier fees. This will be revisited at the next meeting.

Technology - None.

Librarian's Report

- Bethlehem Elementary School has signed the memorandum and now has an additional key for emergency use.
- Laura shared a list of election write-in candidates in the event of a vacancy.
- Laura reported that the Friends of the Bethlehem Public Library are planning a fundraiser at the Rocks in September and requested promotion on the library marquee.

Following discussion and review of current policy, the board agreed to amend the General Policies regarding the marquee to "library-related programs."

Sarah Plumey made a motion to approve the amendment. Len Grubbs seconded. The motion passed.

- Laura shared her interest in attending the Association for Rural and Small Libraries Conference in Montgomery, Alabama and provided the board with the associated costs. The board agreed to cover the expenses, recognizing the conference as a valuable professional development opportunity.

Len Grubbs made a motion to approve covering the expenses to attend the conference. Barbara Szeidler seconded. The motion passed unanimously.

- Barbara shared information with Kim regarding the annual trustee conference in May. Melissa received a scholarship and will be attending.

Election of Officers and Committee Assignments

Sarah Plumey made a motion to retain the current slate of officers. Barbara Szeidler seconded. The motion passed, with Doug Harman abstaining.

Chairman: Doug Harman

Vice Chairman: Nora Clark

Treasurer: Len Grubbs

Secretary: Melissa Smith

The board discussed committee roles and responsibilities. Kim volunteered to serve on the Bylaws and Policies Committee. Committee assignments will be finalized at the next meeting.

Len Grubbs made a motion to adjourn the meeting at 7:49pm. Sarah Plumey second. The motion passed unanimously.

Respectfully submitted,
Melissa Smith