

# **Fred & Harriett Taylor Memorial Library Board of Trustees Meeting**

**Tuesday, January 9, 2024**

**Present:** President Tompkins, Director Sally Murphy, Carrie Crane, Mary Jo Hanna, Suzanne Curran, Nancy Wightman, Ruth Barry, Scott Reinhart, Jennifer Taylor, Stephen Butchko

**Absent:** Jerine Faber, Marsha Watson, Mike Page

**Meeting Called to Order:** President Tompkins opened the meeting at 6:01 P.M and asked for introductions of new and current board members.

**Minutes Approval:** Trustee Wightman made, and Trustee Barry seconded, a motion to accept the December minutes. All approved.

## **Director Murphy's Report:**

Director Murphy shared that the Annual Report will be started this month and that the library has had a lot of positive happenings lately. They hosted the Pre-K class and will be collaborating with the school to put on an art and music collaboration. Director Murphy will also be going into local schools to read about Black History Month. The knitting club donated over 50 hats and scarves to the school and will continue to donate throughout the winter. The payroll and tax outsourcing is in the process of being moved over.

## **Treasurer Report:**

Trustee Page will present at the next meeting. Director Murphy shared that he is working with Deb to make sure the budget numbers match.

## **Technology Report:**

Nothing to report.

## **Fundraising Report:**

Trustee Crane reported that the end of year total is \$8,350 from 81 donors, a 17% return. Last year we ended with \$8,320. An additional \$600 came in and Trustee Crane will clarify if it stays in 2023 or 2024.

## **Used Book Room Report:**

Trustee Curran reported that the Ebay sales for December were \$246.00 and the Saturday book sales were \$415. The monthly total for December is \$661 and the YTD is \$20,134.46. Trustee Curran also shared the annual breakdown with our Saturday sales bringing in a total of

\$7,217.68, Ebay sales bringing in \$3,346.65, and the Semi-Annual sale bringing in \$9,570.13. There will be a February book sale the week of the 12th-17th.

### **Buildings & Grounds Report:**

Trustee Watson emailed a report that stated the upstairs door has been fixed and all the weatherstripping has been replaced. The downstairs door needed a little bit more done to be fixed and Kevin Bailey helped. The lighting issues inside and outside have also been fixed. Any known issue, please bring to the attention of Director Murphy.

### **Memorials Report:**

Trustee Curran reported that there were no memorials in December and the YTD is \$6,257.74.

### **Old Business:**

- *Performance Appraisals:* President Tompkins shared that Director Murphy is in the process of completing performance appraisals and a board committee will complete Director Murphy's appraisal.
- *5 Year Plan:* President Tompkins shared that the committee will meet and discuss the next steps and then inform the rest of the board. The committee is made up of Trustee Curran, Director Murphy, Trustee Wightman, and President Tompkins.

### **New Business:**

- *To-Do List for Upcoming Months:* President Tompkins shared that we will need to discuss any improvements to buildings and grounds, the upcoming town budget request, completion of the conflict of interest forms, and any additional fundraising.

### **Other:**

- *Sexual Harassment:* Trustee Crane will resend the sexual harassment training
- *New Board Orientation:* President Tompkins is creating an orientation packet to give to new board members.

**Next Meeting Date:** February 13, 2024 at 6 PM

**Adjournment:** Trustee Wightman moved to adjourn, seconded by Trustee Barry. All approved and the Chairman adjourned the meeting at 6:58 PM.

*Respectfully Submitted,  
Carrie Crane*