

Rochester Public Library

Board of Trustees – Meeting Minutes – May 9, 2023

In attendance: Doreen Jones (Chair), Barbara Shenton (Treasurer), Kelly Kelly (Secretary), Tony Goupee, Sandy Lincoln, Jeannette Bair (Librarian)

Meeting called to order at 5:32pm

1. Public Communications and Comments – Spoke with a potential donor, who wishes to remain anonymous, about replacing the roof on the library provided we can get it done this summer.
2. Board Communications and Comments – General discussion of director candidate coming in to interview.
3. Approval of April 11, 18, 20, 27 and May 2, 2023 Meeting Minutes – unanimously approved.
4. Review of Action Items – All items completed with 2 exceptions-
 - a) Friends of the Library group—solicit for new members - tabled until the new director is in place.
 - b) Barbara continuing to work with Kristen to reconcile account for the upcoming end of the fiscal year.
5. Treasurer’s Report – as the reports were not ready to be presented, will approve at next meeting. A motion was made and unanimously approved to donate \$25 to Front Porch Forum as we use their services often.

A motion was made and unanimously approved to enter Executive Session at 5:57 pm to further interview library director candidate. Executive Session ended at 6:36 pm. A motion made and unanimously approved to offer position to candidate.

6. Librarian’s Report - General discussion of Jeannette’s notes on different tasks that come up yearly. Barbara put these items on a calendar that will be kept with the Secretary so that we may check each month to be sure we don’t forget anything after the new director starts.

7. New Business – Reviewed & discussed two policies- “Materials Selection Policy” and “Request to Reconsider Materials Policy”, and a form- “Patron Request for Reconsideration of Materials”. A few minor changes were made. A motion made to accept the newly updated policies and form. Unanimously approved.

8. Old Business – Covid status-same as last month. No longer requiring masks, but encouraging those who feel ill to wear one or use curbside pickup.

Long Range Planning – Sandy has been thinking about the next step. Will work up a different set of survey questions than the ones she’s received from patrons and townspeople, to target businesses in town and see what kinds of things they’re interested in seeing at the library.

9. Action Items – Follow up with contractor re: window sills-Jeannette
Contact roofing companies for estimates-Jeannette
Work with Kristen to firm up end of fiscal year numbers-Barbara
Send donation to Front Porch Forum-Barbara/Jeannette
Work up new survey questions for businesses-Sandy

10. Adjournment – Adjourned at 7:07

Next regular meeting Tuesday June 13, 2023 at 5:30pm upstairs in the library.

Respectfully submitted,

Kelly Kelly