

# **Rochester Public Library**

## **Board of Trustees – Meeting Minutes – September 12, 2023**

**In attendance: Doreen Jones (Chair), Kelly Kelly (Secretary), Barbara Shenton (Treasurer), Tony Goupee, Sandy Lincoln, Maya Newroot (Library Director)**

Meeting called to order at 5:30pm

1. Public Communications and Comments – None
2. Board Communications and Comments – None
3. Approval of August 8, 2023 Meeting Minutes – unanimously approved.
4. Review of Action Items – Most completed. Those that weren't are on this month's list.
5. Treasurer's Report – unanimously approved.
6. Librarian's Report – We've been getting charges from Facebook on the WRCU Visa card that we're unsure of. Maya will contact the Credit Union and investigate. The trustees authorize Maya, as library director, to use the WRCU Visa card issued to the library.

Maya is working on putting some of the children's books back into the collection that have been pulled as she continues to use them in her programs. New children's books coming in using the funds from the CLiF grant.

We discussed ideas for the annual appeal letter that Maya will be working on.

The storm windows on the first floor **MUST** be replaced before winter.

Maya has been working with Jeannette on learning how to apply for upcoming grants. Maya also mentioned that she has been very helpful during the transition. Thank you, Jeannette!

7. New Business – Motion was made to change the locks and reissue keys to those who need them. Unanimously approved.

Motion was made to compensate Maya for the training session she will be attending on Friday, October 6.

8. Old Business – Covid is back in the valley so we will continue to discuss every month and decide if we need to make any changes to our policies.

9. Action Items -

1. Design and get approval from the Crosby family for a plaque to commemorate their donation of our new roof – Doreen
2. Follow up with Bar Harbor Bank as to the status of memorial gift. - Barbara
3. Identify and reach out to potential “Friends” – Maya & Sandy
4. Follow up with Kristen about attic inspection reimbursement - Barbara
5. Investigate Facebook charges with WRCU – Maya
6. Update building needs letter – Kelly & Doreen
7. Get quote from locksmith - Doreen

10. Adjournment – Adjourned at 6:43

Next regular meeting Tuesday October 10, 2023 at 5:30pm upstairs in the library.

Respectfully submitted,

Kelly Kelly