

Hamilton Memorial Library
Meeting Minutes: **May 12, 2022**

Present: Karen Savoy, MaryAnn Pease, Linda Koske, Lucia Browne, Judy Kelly, Maureen Suriner, Tammy Merenda.

Secretary's Report: The minutes from April 21 were read and accepted.

Treasurer's Report: MaryAnn reported that we still have money in the salary account to spend by June 30 and she can move some money into the "expense" account if needed.. She requested that when ordering from Amazon, go through the Library Amazon account. If ordering from any new account, the town will need a W-9 form. Judy was asked what the library could use so that we can use some of the money. The following is a list of what was discussed and approved for Judy to order:

1. Stand alone AC unit to vent outside.
2. New HP Printer from Staples
3. Two "book trucks" one for children's area, and one for behind desk.
4. New chair for patrons to use beside the fireplace.
5. Large size Cooler for snacks and events.
6. Two colorful Adirondack chairs for outside. (They have been approved by HCDC as long as they are moved during mowing.)

Tammy will look into the cost of a new "storytime chair" and get back to us. (possible email vote??) MaryAnn asked Judy for an estimate of money that would need to be "encumbered" by the Town Treasurer for use next fiscal year.

Librarian's Report: Judy is in the process of changing labels on many books so that when /if we migrate to CW Mars, they will have the correct labels. The DVD collection is done. We now have a receipt printer so the cards will no longer be necessary in the books. However, there is a problem accessing that system and they are asking for an administrator's Password that Judy can't find. MaryAnn will ask Angelique.

The phone is only working with incoming calls, but can't make outgoing calls. MaryAnn offered to call Comcast and request a service call.

Summer Program: Tammy reported the cost to be estimated at \$1800. We have \$500 in the "Friends" account that can be used. MaryAnn will need invoices so we can get the town accountant to move money at the Town level. Tammy offered to do that so that we can then do an email vote . Tammy can cut back on some programs if necessary.

Museum passes: We voted to purchase all the passes recommended by Judy this year, but next year only buy those that are used this year by our patrons. The passes available will be listed on our website and also on the

flyer being distributed at Chester on Track, as well as a sign inside the Library.

Old Business: *Chester On Track*-We will consider this our Open House from 10-3. All Librarians will be at work that day and will serve as “back up” people for sitting at the giveaway table if there are not enough volunteers. Jane will set up the schedule and the table. There will be a donation box but no Bake Sale this year. Tammy talked about the possibility of hiring a photographer for 2 hours but no vote was taken. Maureen offered to get Balloons to draw people in. Librarians will provide flyers.

CW Mars—A motion was made to join CWMars, effective July 1. We voted in favor of joining. This process will take up to one year to complete so there will be an overlap financially as we pay for both.

New Business: The Library website that existed last Spring has been taken over by an inappropriate site and Judy will be talking to Blair, who is a website designer and owner of RHYME to correct this and begin the process of a new website.

Social Media: Tammy and Maureen will be administrators of our new Facebook account called “Hamilton Memorial Library”.

Paul from HCDC will include the Library when renovating to give us a mailbox in the building.

The Air Purifier message said “Replace Cell”, so Karen has been in touch with the company and they are sending us a new one.

Huntington Library: Their funding is in jeopardy and they requested a vote from area towns stating that we won’t serve Huntington residents. They are hoping this will encourage their own residents to support their Library. We voted in favor of not servicing them.

Next Meeting: *June 16, 2022 at 2PM*