

Hamilton Memorial Library
Meeting Minutes
November 29, 2022

Present: Karen Savoy, Jane Sutton, Linda Koske, MaryAnn Pease, Lucia Browne, Maureen Suriner (available as needed)

Secretary's Report: The minutes from Oct. 25 were read. The minutes were amended so that the new hours will read *Thursdays from 10-3*, instead of from 9-2. The amended minutes were then accepted.

Treasurer's Report: MaryAnn passed out the report which included account balances. She plans to work with Tammy, Maureen and Judy to explain how they can submit bills on their own. In the future, the Trustees will transfer full control of the budget to the Director. (with a CAP on spending TBD). MaryAnn recommends more of the budget be spent on new books. Staff hours were also discussed. Maureen and Tammy can work UP TO 19 hrs/wk and Judy will work 15 hours/wk so that projects can be expedited. There is a proposal to provide Tammy with Scholarship money for her education. This was tabled until we have more information from her about costs.

Librarian's Report: Judy was out sick. Maureen was helpful with some of our questions. We are still waiting to hear from Judy about the Website progress. There was an electrical problem with the computer by the closet (surges). It might be necessary to get the IT person to look at it again. Our "Policies" will be worked on by Maureen and Tammy and they can submit a few each month to be voted on. Judy will contact the Bookseller in Easthampton. Tammy will contact MaryAnn regarding access to the Library mailbox at the Town Hall.

Beautification Grant- The sign has been completed and the old sign removed. We are asking Bill Smith to install the book drop before the ground freezes. MaryAnn needs the invoice for the book drop.

Interview- We interviewed Chris Bresnahan from Middlefield for the director's position after Judy leaves.

The next meeting will be another interview for the directors position. It will take place on **Wed. Dec 7 at 3:00.**

Our next Trustee meeting will be Tues. Jan. 10 at 3:00.

Submitted by Lucia Browne