

Hamilton Memorial Library
Meeting Minutes
Wed. Aug 24, 2022

Present: Karen Savoy, MaryAnn Pease, Linda Koske, Lucia Browne, Librarians, Judy and Maureen.

Secretary's Report: The minutes from June 22 were read A motion was made and passed to accept the minutes.

Treasurer's Report : MaryAnn handed out her report showing current balances on all accounts (see attached). She also passed out Payroll due dates going forward from now until 12/28/22. Hours should be reported to MaryAnn rather than Kathy, who resigned. There was discussion about the State Aid "Aries" Report.... apparently Baker and Taylor is now offline and having tech difficulties so ordering books is difficult. Since this relates to the Aries report, the dates for the reports have been extended. (Since we still use Koha, we can get our info from them) The due dates for state reports are:

Financial **Oct 7** (MaryAnn)

Statistics **Sept 9** (Judy)

Statistics for circulation and programming will be included in this report and also reported to the board from the Librarians.

Book buying budget: MaryAnn reported that Judy has \$5000 to spend on books this fall.

Librarian's Report:

Judy and friends have donated much time and effort to redo the wall where the DVD's are displayed. The old metal shelves have been removed and the wall repaired and painted. Thank you Judy!!

Museum: The cleaning out continues....There is a woman interested in the old bookcases. She is an author and also wants to do a book reading.

Judy and Linda pointed out that it would not be appropriate for her to sell or solicit sales.

The book collections continue to be "weeded out". All fiction has been relabeled and all titles are being prepared to transition from the KOHA system to CWMARS. Judy stated that it is over 50% done. The phone problem has been remedied. After checking about the state requirements to become Library Director, the new candidate will need a bachelor's degree or be working toward a bachelor's degree. They also need to do the necessary coursework involved in becoming a Director. These two things can happen simultaneously. Judy is an "interim" director and the state may impose a term limit on her stay with us. Discussion about the new printer resulted in a motion that MaryAnn go ahead and place the

order for a new HP razor Pro Printer (cost \$616.24) from Best Buy. The motion was approvedUPS will now deliver to the building . The website is almost complete and Judy will give Cassie (from Rhyme company) the museum passes to include on the website. The town IT company looked at the 2 patron computers. One is not able to be repaired and will be thrown out. We still have one operating for clients. It was reported that the summer reading program was a big success, there was a good turnout and it was well reviewed (thank you Tammy and Maureen!!) Judy will be on vacation between Sept 6-15.

Museum clean out- Judy has removed MANY old books from the hallway!! (Thank you!) Karen will contact the person interested in metal to take anything we don't want (old file cabinet). We still have one card catalog available that someone didn't pick up yet so Judy will repost it on CWMARS. Karen will ask the Chester Historical Society about the split level wooden display.

Librarian's Hours and Fees: We made a motion that we stop collecting fees for overdue material. It was approved. However, material that is not received after 30 days from the last due date will be considered "lost" and the patron will be responsible to pay for it. We decided to review the Librarian's hours at our next meeting so that 2 librarians are on duty at all times.

"Beautification" Grant: We were awarded \$4500 by the town to spend by Dec 1. The book return and the sign will be replaced. After discussing appropriate book returns for the size of our library, it was decided that we will do an email vote when the appropriate one is located. After the decision is made about which book return, Karen can get an estimate for Aaron for the foundation. Lucia will contact Bill Smith to see if he wants to do the new sign (and posts?) Estimates will be brought to the next meeting but the decision about the book return should be made before the next meeting so it can be ordered ASAP.

Next Meeting: We will meet again on **Wed September 21 at 2:00**

Respectfully Submitted,
Lucia Browne