

Hamilton Memorial Library
Meeting Minutes
Oct. 25, 2022

Present: Karen Savoy, MaryAnn Pease, Jane Sutton, Linda Koske, Lucia Browne, and Librarians Judy and Tammy.

Secretary's Report: Lucia read the minutes from Sept 21. They were accepted as written.

Treasurer's Report: MaryAnn passed out her report (see attached) with current balances. The report was accepted as written.

Librarian's Report: Judy reported that we have 2 new public access computers. They are connected to the new printer and scanner. They were refurbished for \$400 each.

ARIS- Judy found major errors that have been corrected on this state report. For example: The number of patrons last year was 185 local and 17 non residents. This has been confirmed through KOA. On previous reports however the number was well over 1,000 which was unrealistic. Going forward, we need to promote programming and all participants will be counted on the report. Jane suggested promoting signing up for new library cards at various community events. (COA, school, election night, town hall?)

CWMARS- Judy reported that we're about 3/4 of the way toward completion of this transition. The shelving of adult fiction needs to be switched so A-Z starts by the door. It was also suggested that new titles be shelved by the door rather than on the red cart with appropriate signage.

WEBSITE- Judy has a list of "to do" to complete the new website. She is hoping to complete this in a couple weeks. Tammy and Maureen can then go to a training through "RIME" so they will know how to edit the site.

POLICIES- We approved 4 policies that will then be posted on the website. They include: Inclement Weather, Freedom to Read, American Library Association and Library Bill of Rights. There are so many more policies in the old notebook that we decided to have the library staff review them and report back at the next meeting with recommendations of which to accept.

NEW HOURS- The following new hours were proposed and accepted to begin November 1. Tammy will write an article for the CJ, Whats New and post it on social media to notify patrons....

MON- CLOSED

TUES 1-6 (5)

WED 3-8 (5)

THURS 9-2 (5)

FRI - CLOSED

SAT 9-1 (4)

OLD BUSINESS: Chris (the onsite manager for HCDC) is working on repairing the door and needs to return to complete that. We will have a new mailbox in the building and will be receiving a new key. The Museum has been cleaned out and vacuumed. It is now possible for the public to view the displays when the Librarians decide it will be open. The old books that are in there (listed by town) may be of interest to a book seller and Judy will contact one to get an offer.

Security- MaryAnn talked to the Town Police Department (Jenn) who will be stopping by to introduce herself.

Building Renovations- They will begin in March 2023 and will be done in stages. There may be a time when our bathrooms can not be used. They also need to install fire suppression system (dry). They will be addressing the wall where we had plywood and painting done, since it was leaking on the outside. The building will be getting a new furnace that will have a separate meter for the library. Some of the windows don't open and they said they can fix them but can't replace them due to the historical feature of the grant. The front door will become a handicapped door (push) with a ramp to enter the library. They will also retest for mold when the project is done.

"Friends Fundraisers" We talked about the importance of getting this group started. Lucia will write an article requesting volunteers to raise money.

Borrowing Policies- When we loan out library equipment we need some rules to follow. Tammy said she would write up a list for that.

NEW BUSINESS: We will need a new director since Judy is interim director. Tammy is working on completing her bachelor's degree, which she estimates will take 3 years but we need someone before that. We have an applicant who will join us at our next meeting (Chris B) to discuss moving forward. We discussed the possibility of helping to support Tammy with her education by providing some scholarship money as long as she can dedicate some time to Chester after graduation. The hours of the director and assistant positions was discussed. At some point, we will return to 12 hrs for each assistant and 14 hrs for the director.

In other business, MaryAnn reminded them that time sheets can now be scanned to her.

NEXT MEETING: TUES, NOVEMBER 29 at 2:30