

Hamilton Memorial Library
Meeting Minutes
July 24, 2024.... COA Room

Karen Savoy

Present: Karen Savoy, Jane Sutton, MaryAnn Pease, Linda Koske, Chelsea Girton, and Librarian, Tammy Merenda

Secretary's Report: The report from last month was read and accepted. Also, the notes from the July 17th meeting were read and accepted.

Treasurer's Report: Tammy conveyed that our finances were in 'good shape'. She had just handed in the first ARIS report, and was only short of \$1, which she gave to the town. The rest of the ARIS reports are due August 16th, but are currently underway. The treasurer will need an invoice for the weekly rent at the train station (\$25). Tammy will ask about getting an invoice all of the weeks we are using the train station combined to make it easier.

Librarian's Report: Tammy asked about the process of getting more hours for the library staff. MaryAnn suggested bringing it up either at the annual town meeting or at the Spring Finance Committee meeting in either February or March. This topic was subsequently moved to the agenda for next month's meeting. Tammy will follow up on a possible grant to explore town funding that she knew another library has used in the past to find funds for more library hours. There are lots of exciting events coming up this month. We are, however, halting the writers and cookbook clubs until September.

Old Business:

Reviewed the Bid Process: We have one bid so far. We are waiting until all bids are in. Karen wants to follow up with Don about this process, specifically about avoiding conflicts of interest in the bid selecting process.

New Business:

Annual and Bi-annual Trainings: Chelsea Girton was not notified about any required trainings due. Neither was library assistant Rachel Symski. Tammy then notified the proper individuals to remedy this situation.

Security/Key Issues: Tammy witnessed that our doors are still not being locked at the library, and our hallway is still being used. Also, our light

bill is much higher, even though we have not been in the building. Paul has confirmed that HCDC will pay this light bill, since it was most likely due to the actions of the construction crews. It was suggested that we look into using security cameras during closed hours to avoid any misdoings happening in the library.

Bill Dispute/Key Return: Karen gave the letter we had the town lawyer draft up to Mike O'Melia. Tammy clarified our wants when hiring him (specifically in regards to warm lights). He did not deny any accusations within the letter, and agreed with Tammy that this was our agreement when we hired him, and he failed to accomplish them. Mike suggested trying to install one light at a time, as a second chance, and this was denied. Mike shared his intentions were to submit another bid, and has made plans to take down the lights from the library this weekend. We decided someone should be present at that time, and Mike agreed to return the key at that time.

Other: Andy Gerard, the electrician from the train station wants to put up one light as an example and submit a bid for this contract. It was agreed that, should his bid be accepted, we should move forward with one light at a time. Andy also commented that, in his professional opinion, the dimmer switch that Mike had installed should not have been hot to the touch, that this was a sign of a mistake in the installing process, rather than a normal occurrence as was suggested previously.

There will also be another meeting on Thursday, August 1 at 10 am to discuss the bids that had been submitted by the deadline we set (July 31st at 11:59 pm). This will take place at the train station.

NEXT MEETING: Wednesday, August 14 at 4:15.... location TBD