

**George H. Stowell Free Library**  
**Trustee Meeting**  
**Minutes (draft)**  
**9 March 2023**

Present

Trustees: Kathi Patterson, Richard Scheuer, Laura Cousineau

Librarian: Stephanie McAndrew

Citizens: Marie DeRusha

Meeting called to order at 6:03 pm

1. Minutes of the February 16, 2023, meeting approved as emailed.
2. Librarian's Report.
  - a. We can continue to use the general store through the end of March. Nothing will be known further about that space until after the vote.
  - b. The library will be closed on March 18 for the Town Meeting
  - c. The library saw good traffic last Friday when date was switched because of snow coming on Saturday.
3. Treasurer's Report.
  - a. Checking Account currently has \$899.19.
  - b. Non-Lapsing Savings account for unanticipated funds has \$1859.69
  - c. Donation Savings account for donations has \$4,768.50.
  - d. Building Fund has \$14, 723.32.
  - e. Palmer-Norell Fund has \$1,006.63 (can only spend interest on this amount)
  - f. Checks pending from the Town appropriation and Stowell Trust Fund.
4. Old Business.
  - a. Business information form from the Hanover Dispatch was filled out, with McAndrew as first contact and Patterson as second.
  - b. Accident Policy and Procedure.
    - i. Need to make an **employee notification board poster; Kathi will contact Mary at the town offices.**
    - ii. Kathi read a policy that the trustees edited. **It will be added to the library Bylaws, Policies, and Objectives notebook.**
    - iii. An Accident/Incident report form will be added to the library handbook.
    - iv. Will need to have required reading form for each staff member to read and sign. Richard proposed that this would be a good opportunity to be sure that each staff member has read all of the notebook. **Stephanie will ask each staff member to read it and sign an acknowledgement that they understand all of the policies.**
  - c. Media policy tabled until the next meeting.

5. New Business

- a. No donations
- b. Tables for meetings. New Library Coalition (NLC) will have a table at the school district meeting at Noon. Stephanie may have book display with children's books to check out and free books from Sandy Guest; if she decides to do this, she will contact moderator Dan Poor for permission. Laura will help staff the library's and/or NLC's table. There will not be a table at the Town Hall meeting.
- c. Town Meeting Prep.
  - i. There will be a paper ballot (voting by the check list) for the warrant.
  - ii. Motion to restrict reconsideration was discussed. If a movement to reconsider it brought up, this would restrict it to 7 days later.
  - iii. Kathi, as Treasurer, will respond to any questions about the budget.
  - iv. If the Library Capital Reserve Fund request is questioned, Kathi will explain that the requests for expenditures from the fund are made at the discretion of the trustees, must be approved by the voters, have been used in the past for building repairs, and will cite previous use of the funds.
  - v. Susan Chandler will give the presentation for the petitioned warrant article. Laura will double check with Susan to be sure that the moderator has approved Jerimiah's presentation participation.

6. Other Business

- a. Kathi distributed operational costs calculation that includes plowing and lawn care.
- b. Kathi reviewed and reconfigured the HVAC figures, using ratios based on Banwell's engineer's figures. Stephanie has talked to other librarians and studied state figures and found our projections to be in line with them.

7. Next Meeting: April 25 at 6:00 pm

Meeting adjourned at 7:25 pm.

Respectfully submitted, Laura Cousineau, Secretary