

**James E. Nichols Memorial Library
Board of Trustees Special Meeting
Thursday, January 4, 2024
Minutes**

CALL TO ORDER: At 10:00 AM the meeting was called to order by Chair, Ann Xavier.

MEMBERS PRESENT: Chairperson Ann Xavier, Trustee Sandy Frost, Trustee Stephanie Marchut Lavallee, Trustee Emeritus Bette Miller, Alternate David Hughes, Library Director Dr. Linda Verge. Absent with notification were Trustee Corina Locke, Trustee Karen Ponton and Alternate Clara de Levin.

Chairperson Ann Xavier welcomed our new Library Director, Dr. Linda Verge. Trustees discussed new open hours for the library and 2024 staffing with Linda Verge, Zach Jesus and Calista Maccabee, with the days per week being Monday, Tuesday, Thursday and Friday, 10:00-4:00.

Schedule: Monday - Linda & Zach, Tuesday – Linda & Calista, Thursday – Linda & Zach, Friday – Linda & Zach through the March Town Meeting. There was also some discussion on working Saturdays.

There was discussion if Calista leaves, Zach will be offered to take the extra day, giving him 24 hours (there are 27 hours in the budget).

MOTION: A. Xavier made the motion to allow Zach Jesus to work Tuesdays when the other assistant (Calista) leaves. He will be scheduled those additional hours on Tuesdays. Motioned seconded by S. Frost. All in favor.

TRUSTEE PROTOCOL FOR BEING IN THE LIBRARY & COMMUNICATION WITH THE DIRECTOR:

Ann Xavier stated “If L. Verge is working alone in the library, Trustees are asked to call or text in advance to let her know they are coming in”. The library doors are locked when working alone. A. Xavier also asked Trustees to not be in the building alone. It was suggested by A. Xavier that when a Trustee enters the library, that Trustee should be treated like any other patron and that any library concerns or business should be discussed by the “Chair with the Library Director” only.

REVIEWING BANK STATEMENTS, INVOICES, CD STATEMENTS, WRITTEN CHECKS: Trustees discussed reviewing the above mentioned and ask that the Treasurer scan and send copies of all statements prior to the next Trustee Meeting.

DIRECTOR’S SURVEY: L. Verge would like to use “Survey Monkey”, which is free, to conduct a survey of community needs. She will present the survey to the Trustees.

ANNUAL 2023 REPORT: A. Xavier has written the 2023 Annual Library Report for the Town Report.

LIBRARY CARD APPLICATION: Trustees discussed the application form for approval. S. Marchut Lavelle will look at the policy changes and Trustees will discuss at their next meeting.

PRO-TEM CHAIR: A. Xavier appointed S. Frost as the Pro-Tem Chair and shall take the role at the next Trustee Meeting in January.

MOTION TO ADJOURN by S. Frost, seconded by S. Marchut Lavellee at 11:02 AM.

Respectfully submitted by,

Sandy Frost
Library Trustee
01/06/2024

DRAFT