

The agenda call to order and roll call of members: S. Lansburg, B. Ovitt, D. Rooks, L. Mulson. C. Keir, Director was also in attendance

S. Lansburg approved the minutes of the prior meeting.

Staff members, P. Lewandowski and M. Allan were in attendance for public expression.

There was no correspondence to address.

There were no personnel actions to be addressed.

D. Rooks gave the Treasurer's report: Monies should be put into CD's for building maintenance and upkeep

National Grid should be put on autopay.

S. Lansburg made a motion to approve the bills, 2nd by B. Ovitt. all members agree.

Director Keir would like to change from a credit card to a debit card to have more visibility of the charges made on it.

The Director also stated she is getting trees and large branches removed from the property by Butch's Trees at a cost of \$2500.

The Director's report reiterated the need for a debit card and for monies to be put into CD's for maintenance issues. She also stated that as a result of a fire inspection completed, it was advised to install a carbon monoxide detector, which she did.

The Director advised the Board that the computers being used by patrons will not have the support via JA in the future. She asked the Board if she should put in an order for new computers and it was agreed she should.

The Director advised the Board to complete an Investment Policy that directs the flow of the library's capital.

In new business, the library needs to hire two new employees. It determined the hourly wage and number of hours each employee will be required to work.

A motion to vote on a new hire in the library clerk position was made by L. Mulson and 2nd by S. Lansburg with a salary of \$14.20 per hour and a minimum of 15 hours per week. The vote passed.

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| D. Rooks. | Yes |
| B. Ovitt | Yes |
| S. Lansburg | Yes |
| L. Mulson | Yes |

A motion to vote on a new hire as Library Assistant was made by S. Lansburg and 2nd by D. Rooks at a salary of \$15.15 per hour with a minimum of 15 hours a week. The vote passed,

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| D. Rooks | Yes |
| B Ovitt | Yes |
| S. Lansburg | Yes |
| L. Mulson | Yes |

The Board will be required to write new policies for investments and procurements.

The next meeting will be held in the library on January 18, 2022 at 4:30 pm.

A motion to close the meeting was made by L. Mulson and 2nd by S. Lansburg at 7:30pm

Respectfully submitted,

Loretta Mulson, Secretary