Middlesex Library Board Meeting

February 2, 2023

**Present:**

Rebecca Parshall

Sabra Dunton

Win Harper

Dawn Kane

Bonnie Olswold

Joylette Aaron

Absent- Beth Garlock

Library President called meeting to order at 4:25pm

**Policy Discussion**- Sabra Dunton

-Reading Center until chartered as public library- can’t do bylaws until chartered

-Found policy templates online, renamed with Middlesex Reading Center

-A policy manual will be kept in the library

-Sabra will email Brian asking if there is training videos available, ie sexual harassment

Paperwork has been sent in to get charter approved, waiting for state, Brian is hopeful that provisional charter will be approved by summer 2023

**Budget-** Sabra Dunton

-presenting preliminary budget-

-approx 11 books/ month purchased- by books based on reader interest, new books by popular authors

-will be going through some of the books that are not checked out to make room for new books.

-any employee who is full or part -time employee is offered the option to be part of the retirement system, Beth and Sabra have both opted in

-facilities money- not only includes snow, landscaping, but also telephone line, remediation

-town writes checks for some of the library utilities but the money is coming out of the library account, it is labeled with an L when the checks are written

-all the checks, deposit tickets, etc are kept by the town and reconciled by the bookkeeper

-if library goes over budget there is capital money that is available

-Motion made by Win Harper to approve budget, second by Dawn Kane

-budget approved by majority

**Purchase Requests-** Sabra Dunton

-projector- possibly putting screen in the Reading Room so it could be used by more groups, money would not come out of library budget

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**Story Hour**

**-**debit card will be kept in a lockbox in the library.

-money will be used to purchase snacks

-Beth will need to look at what snacks to provide in case of food allergies

**Meeting Dates-** Rebecca Parshall

-meetings will be held every 2 months

-April 6, June 1, August 3, October 5, December 7

-first Thursday of the month

-4:30-5:30pm

**New Business-**

-defer conversation brought up by Dave Adams through Rebecca Parshall) about whether a nominal fee be paid to the town for electricity and water usage

-asked if the book drop is safe, no child can get hand caught or get in box

Meeting adjourned at 5:15 pm