Middlesex Library Board Meeting

December 12, 2024

Present

Dawn Kane

Win Harper

Beth Garlock- Librarian

Joylette Aaron

-motion to approve John O’Shaughnessey as a new member of the library board by Joylette, second by Win, motion approved

-Dawn will step in to role as chairperson for the next 6 months

-now that library is chartered it can no longer share a bank account with the town, a new account will be established in the library’s name and a new debit card will be issued to Beth

-Two signatures will be required for all large purchases, Dawn and Win

-Board will oversee the accounts

-Denise will continue to pay the bills, the library will have to pay her a stipend for her time, a line item will be added to the budget

-Beth will continue to check her inventory against receipts which she will then give to Dawn or Win.

--Beth has looked into an EIN number and has reached out to Brian and is waiting to hear from him regarding the number

-Dawn will reach out to Brian via email introducing herself to him as the new chairperson of the board and try to set up a Zoom meeting

-Policies to Approve-

-Conflict of Interest Form motion to Approve by Win, second by Joylette, motion carries

-Library Collection Policy motion by Win, second by Dawn, motion carries

-Challenge to Library Materials Policy and Disclosure Form- motion by Joylette, second by Dawn, motion carries

-Confidentiality of Circulation Records- motion by Dawn,second by Joylette, motion carries

-Financial Controls Policy approved

-Sexual Harassment Policy was approved, Beth will ask Brian if the entire board needs to take the sexual harassment course

-All policies are posted on the website [middlesexlibrary@stls.org](mailto:middlesexlibrary@stls.org)

-Beth will reach out to Erica regarding the Facebook page as it is still titled Middlesex Reading Room

-Beth shared the library’s Mission Statement, Goals and Strategic Plan with the board

-Changes to be made: remove specific number from the Board of Trustees; public vote will be changed to local and state taxes; Mission Statement, Goals and Strategic Plans will be separated into 3 different documents

-Beth will double check to see if the Goals and Strategic Plans need to be posted, if they do Beth will email them to the board to be approved

-Beth will be posting the Mission Statement

-Beth has purchased a chair and rug for the reading room and continues to add and update the library

Future Discussions

-increase pay to retain employees

-board members sitting in on interviews for potential librarian assistant

-meetings set for next calendar year

-Beth would like to take a vacation

Future Committee Ideas

-Programming/Hiring Programmers

-Volunteers/Patronage Numbers

-Renovations

Next Board Meeting January 23, 2025 at 4:30

Brian will be asked to join us