Middlesex Library Board

May 15, 2025

**Present:**

Beth Garlock-Director

Joylette Aaron- Secretary

Bonnie Olswold

John O’Shaughnessey

Gordy Stringer

**Also Attending:**

Brian Hildreth- STLS Director

Denise Adam- Financial Officer/Bookkeeper

Chris Mays- observer

-Notarized Oath of Office was received for John and Gordy

-Bonnie attended a Town Board meeting and discussed a lease for the library space

-Town would like an all inclusive lease covering- water, electric, heat, internet, insurance, bookkeeper

-Lease will begin July 2025, year to year

$425/month

-Town will contact attorney to have a lease drawn up

**Topics covered by Brian**

-timeline of what needs to be done month to month, we are on track

Annual Report to Education Department- completed by Director and Bookkeeper

Annual Financial Report to Comptroller- completed by Bookkeeper

Tax Cap to Comptroller- to be completed by director with help from Brian

-What separation from town looks like

 -The library is legally an arm of the town government, Municipal Public Library of Town of Middlesex

 -When vacancy on board name of person the board would like to appoint must be taken to the Town Board for approval

 -Money will be moved from the town bank of Community to Lyons National Bank

 -Money will be taken from the library account to the Trusted Agency Account for payroll

 -Beth is considered a town employee

-Explained the role of the trustee

**New Business**

-Beth would like to hire Regina Smith as a part-time director

 Beth will have her fill out an application and create a document stating the hours, between 5-10 hours a week, Monday, Wednesday, Friday, Saturday,occasionally running the library when Beth has other activities to supervise or has a day off (once she has been trained)

 Once the paperwork has been filled out, Beth will bring it to the board for a vote

-Beth will contact the town to ask if the upstairs space can be used for yoga classes

-Beth will hire someone (if approval is given for upstairs space) to lead a yoga class, she will create an agreement to be signed by both parties agreeing to a price and time

-Beth attended a workshop on partnering with the community

-Gordon Stringer was appointed President of the board

-Bonnie Olswold was appointed Vice President

-John O’Shaughnessey appointed Treasurer

-John will be the finance officer

-John, Gordy, and Beth will all be signatories on the checking account (finance officer, president, and director)

-Chris Mays has agreed to join the board, his name will be brought before the Town Board for approval

-The printer/copier/scanner that Beth purchased has broken, she will look into shipping it back to the manufacturer for a replacement

**Moving Forward**

-Brian will contact the Board of Education to secure a copy of the 501C3 paperwork (charter)

-Must have 501C3, EIN number, and Articles of Organization (by-laws) to open bank account

-Looking for original copy of the charter, possibly in Dawn’s old office

-Talk to town about insurance coverage- are the contents covered? Does the director and trustees have liability coverage?

-Vouchers will be sent to library board instead of town board and will be signed by the financial officer

-We must, within reason, have a 5 person board, not including director- anyone residing in the Marcus Whitman School District can be a board member

-Establish a Purchasing Policy- set a threshold in which the director is allowed to purchase items below a certain amount of money

-Yearly report presented to the Town Board

-Explore possible new locations for the library

**Upcoming**

-Beth will reach out to the firehall for possible use of their space for community activities as well as talking with Cummings Nature Center for possible off-site activities

-Art Camp this summer

**Next meeting**

June 2, 2025 if needed to approve Regina Smith as part-time employee (Board must be present to agree hire)

July 10, 2025