

Mont Vernon Library Trustees Meeting
Tuesday, January 18, 2022

In attendance: Bonnie Angulas, Cindy Raspiller, Amy White, Jane King, John Quinlan

1. Meeting called to order at 7:00pm
2. Agenda approval.
3. Minutes reviewed. Amy moved to approve minutes from December 21st as amended, Jane seconded. All approved.
4. Reports
 - a. Building Committee Report:

Two responses were received on RFP and numbers were widely apart. John will meet with DSK to better understand the quotes and how to assess these quotes and to refine the RFP. Cindy and John will also work with DSK to seek additional quotes.

Warrant Article / Budget Committee Recap: Budget Committee wants a quote from DSK on the \$130K estimates for not to exceed construction documents. Budget Committee also wants updated quotes for the Cemetery / Library access road;

The Library Trustees will meet on January 31st at 6pm in a work session to prepare for the town meeting. Cindy will invite Lou Springer of the Cemetery Trustees to join the Library Trustees.

The Trustees will host a February 22nd public meeting - The Foundation, Library Trustees, Cemetery Trustees and Daland Trustees will communicate the 2022 Library-related Warrant articles. This will be a meeting to bring everyone together and show the visuals as we prepare for the town meeting,

We've received 4 invoices from DSK for 2021 Design Development work:

	Invoice	Professional			
	Period	Date	Services	Expenses	Total
invoice 1	Sep-21	11/16/21	\$ 10,500.00	\$ 4.89	\$ 10,504.89
invoice 2	Oct-21	12/7/21	\$ 24,000.00	\$ 182.75	\$ 24,182.75
invoice 3	Nov-21	12/22/21	\$ 24,000.00	\$ 127.54	\$ 24,127.54
invoice 4	Dec-21	1/18/22	\$ 16,000.00	\$ 33.24	\$ 16,033.24
			\$ 74,500.00	\$ 348.42	\$ 74,848.42

The process to get invoices paid has been clarified to be:

1. The Building Committee Chair recommends paying the invoice.
2. Trustees vote to pay each invoice
3. Trustees complete a form requesting reimbursement by the Foundation
4. Foundation votes to reimburse Town
5. Laurie Brown releases the funds
6. Spencer Lovette of the Foundation reimburses the Town

Although the Trustees have previously voted on the earliest invoices, now that the process is clear, all 4 outstanding invoices were considered/reconsidered. John Quinlan recommended paying the invoices for a total of \$74,848.42. Jane King moved to pay, Cindy seconded, motion carried unanimously.

b. Selectman's Representative:
not present

c. Library Director

Town Report Draft has been shared with town - focus was on grants, gratitude, and gifts. Use infographics to grab attention!

Please see attached notes from Bonnie Angulas, Library Director
Review of 2021 budget; justification of line items
Sled lending has been a big hit! (cost was \$14)
All Book Clubs have now moved to Zoom until further notice.

5. Public Comments - none

6. Treasurer's Report

a. 2021 Recap / 2022 Budget Update

Book Budget is flat because there is only so much room for books.

Books, programs, supplies - these line items are the foundation of the town library appropriation.

Laurie will look at the salary line, and will adjust it for the various raises that are being considered.

7. Correspondence

a. Thank you note from staff

8. Policy Review and Updates

a. Covid Case Management / Telework Policy / Potential Sick Time Accrual Policy:

On a case by Case basis Trustees agree that they will pay employees who can work from home for some hours while they are home sick;

Bonnie will confer with other departments in town and other area libraries to determine how they manage sick time for their part time employees.

9. Other Unfinished Business

a. Building Security System

- i. The current alarm system is maintained by a company called Mango and monitored at no charge by Milford.
- ii. We don't have a burglar or fire alarm system for the building, we only have a panic button. There is a town discussion about letting the Mango Company go, and using a local company for the town.
- iii. The library panel currently needs a new battery. A service call to change the battery would be over \$300, but it is possible to DIY the change for under \$80.
- iv. The company has updated the phone line for outgoing calls from the building security system to address the need to now dial 603 ahead of even local numbers, resulting in an invoice for \$50.
- v. Jane moved to pay the bill for \$50 and purchase the battery not to exceed \$100, Cindy seconded, vote was unanimous. Bonnie will work with Laurie to locate the key for the box that houses the alarm system battery.

Draft Until Approved