

R.K. Kittay Library
Trustee Meeting Minutes
September 16, 2024

Members Present: Sarah Porter, Jean Nardi, Judy Zinn, Erica Shott and Director Stephen Niles
Absent: Anniken Davenport

Call to order at 7:33 by Judy Zinn

Approve September Minutes – Motion to accept August minutes with pending correction: who motioned and who accepted to adjourn the meeting. Approved.

Financial Report: Everything on the August and September reports is standard charges: utilities, books etc. September has the \$5005 painting charge. One note: summer reading facilitators checks went under summer reading grant, but they should be under Gosnell/restricted. Erica is working with the bookkeeper to straighten that out. Probably is a translation error from the old to new Quickbooks.

Approve Financial Report –Motion to approve August and September financial reports made by Sarah, second by Jean. No discussion. Motion carried.

Directors Report: Gallery system purchase and will work on getting it painted and hung soon . Pared down ACDs. Mums: Marcie will help the day of the sale and Stephen will get the tables set up on Thursday. Scary Stories is coming in October. We need to address capping the chimney and covering the hole. Jean will work on this. Stephen has a reference list of all things related to the renovation: phone numbers, colors, websites etc. Kitchen has been tidied up. We need to look into getting rid of the hot water heater that doesn't work.

Goals Committee: Painting should be done in a day or so. No luck on carpet guy. Erica will put together the total of all renovations and send it around. Gallery hanging – already discussed.

New Business:

Solicitation letter –Stephen sent first draft of letter. Will approve and prepare for printing at next meeting. Erica will prepare a job announcement and work on getting it posted so we can start collecting resumes. We will post the job announcement in the newsletter, on social media, the website and library listservs. We will discuss the hiring policy and job description at the next meeting and discussing hourly rate and hours to be worked and finalize this information at the next meeting and before we interview. Mums: Erica paid \$1041 to Laura. Mums will be delivered Friday after 5pm. Sarah and Jean will be here to help unload from Laura's delivery. Stephen will print price signs. Marcie, Jean and Judy will work the sale. Stephen will get the cash box ready. We officially accepted Stephen's resignation and we asked Arlene's son to forward her resignation to the town. Anniken forwarded a resume of a possible trustee and Stephen may have one of our volunteers, who is also a retired librarian. Stephen will create a cleaning checklist and sit down with our cleaner to review the responsibilities. Erica will contact Barbara at No Strings to find out what they are offering this year, we will confirm first Friday OR Saturday of December.

No Other or Thank you notes: Jean will write one to the painter.

Adjourn 8:25pm. Motioned by Erica; second Sarah 2nd. Motion carried.

Next meeting October 21, 2024.
Submitted by Erica Shott