

**RECEIVED**

By City Clerks Office at 7:17 am, Sep 12, 2025

Board of Library Trustees
September 13, 2022 at 7:30 PM

The regular meeting of the Board of Trustees was called to order at 7:31pm. Present were: Trustees Carol B. Hoffman (Vice Chair/Treasurer), Paul J. Fahey (Clerk), Nancy F. Kukura, Cathryn M. Mercier, Mark S. Robinson, and Director Linda C.W. Gardener. Absent was Edward W. Waystack.

City warrants were approved, and trustee invoices were approved and paid. The minutes from the June 6, 2022 meeting were approved, as moved by Paul Fahey and seconded by Cathie Mercier. There was no new correspondence, but the Trustees received the 4th quarter and annual trust fund reports for FY2022.

Director's Report:

Budget – The FY2023 budget is underway. Spending on books and periodicals has been lower than typical due to preparing to move.

Trust Funds –The Odlin CD account has been closed as discussed at the last Trustees meeting, and the funds have been put into the existing Odlin savings account.

Trust funds from the FY2022 budget have not been entirely expended. These funds will be spent first before moving additional funds from UBS to the checking account. The Director recommended a slightly different approach to the distribution of funds from each trust fund for FY2023. Due to fluctuations in the market after the transfer of funds for the building project, the Community Associates fund does not have any expendable funds. The Gendrot account is overfunded, with significant funds left from last year. Because that account is quite restricted, the funds cannot be spent down easily. In order to maintain the budget for this year to be used most effectively, the funds that would normally be spent from Community Associates will be spent from Dyer, and the funds that would normally be spent from Gendrot will be spent from Payson. All other funds will maintain their typical share of spending.

Nancy Kukura made a motion to reallocate \$10,000 from the Payson fund to the Community Associates fund as expendable funds. Paul Fahey seconded the motion, which was approved unanimously.

Building – The building is almost empty at West Emerson and is functional at West Foster. Several pieces of furniture and other items will be given to other City departments; the remainder to be offered for sale at a tag sale. The sale will be staffed by volunteers.

Programs – Staff were at the Farmers' Market for two weeks during the library closure, which was enjoyed by both staff and patrons. Pop-up libraries now have the ability to sign up new library cards and check out materials. There have been a few virtual programs, and book group discussions at the Milano Center.



Staff Development – A new Reference/Technology librarian, Rosanna Longenbaker, was hired. She is adapting well in unique times.

Friends – The Friends annual book sale on the lawn during the Victorian Fair was a significant success, along with the booth at Main Street. The booth was manned by two Friends and the library Director.

Renovation Report - In August, MBLC approved the 100% Construction Documents and the project was put out to bid. The due date for general contractors to submit proposals was extended to September 28. The move went as smoothly as it possibly could. Staff handled things extremely well, unpacking their items and setting up at the same time the movers were bringing things over. The movers finished the day before the library opened to the public. A new phone system was part of the transition, and staff received training from the City IT department.

Holiday Hours – Nancy Kukura moved that the library close at 1pm on the day before Thanksgiving, and will also be closed on the Saturday prior to both Christmas and New Year's. Paul Fahey seconded the motion, which was passed unanimously.

Other business – The Trustees expressed deep appreciation for the hard work of the staff during the move of library services from West Emerson to West Foster Street. The Trustees will sponsor a lunch for the staff as a thank you for their dedication and service.

The meeting was adjourned at 8:21pm.

The next meeting is scheduled for Tuesday, November 22, 2022. Looking ahead, meetings are scheduled for January 3, 2023; March 7, 2023; and May 2, 2023.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Paul J. Fahey".

Paul J. Fahey, Clerk