



Library Board of Trustees Meeting

May 8, 2024

6:00 PM

Library Sunporch

Minutes

Present: Darryl Uy, Courtney Sparks, Mary Gallie, Leslie Hallock, Donna Rice, Sallie Martin, Jessica Martin

Absent: Katie Majcher, Kim Swett

Quorum exists.

Meeting called to order at 6:05 pm.

1. Committee Check-in

The Board presented Courtney with a gift and card in recognition of her service to the library.

2. Approval of April 3, 2024 Minutes

Following a review of the Minutes, on motion that was seconded, the Trustees unanimously approved the minutes of the April 3, 2024 meeting subject to two minor corrections requested by Donna Rice.

3. Director's Report

- Courtney provided the April 2024 Monthly Report, noting that the door count and circulation are up and that the library is in great shape.
- She observed that planning for the summer reading program is revving up and that she expects many school visits during May and June.
- Courtney will continue to spend time at the library each morning until the new Director is appointed.
- Courtney provided an update about the search for the new Library Director. The first round of candidates was interviewed by a committee that consisted of herself, Judy Hawley (Assistant Town Manager), Caroline Pelletier (Town Planner), and Darryl Uy (Chair of the FCL Board of Trustees). The new Library Director will report to the new Assistant Town Manager. Courtney also noted that this will be the first time that the Director will be hired from the outside rather than promoted from within the library.





- Courtney stated that larger projects are on hold until the new Director is hired. She has been paying year-end bills and related that the budget will be under for most line items.

4. **Jane Hall Trust**

- Courtney issued a handout describing trust finances, trust terms and historic usage. While the Board oversees the disbursement of the funds, the investments are managed by the town.
- To maintain the principle, the Board should aim to only spend the annual income earned. The gift is unrestricted. So, although the Board can technically spend more than the income earned, the gift was set up as an endowment trust.
- Garden maintenance costs absorb a large share of the annual income, leaving few funds for other expenditures. Courtney cautioned that any proposed expenditures from the Trust need to be reviewed by the new Director.

5. **Break room committee update**

- Donna advised that there has been no progress to report as Katie has been away. Courtney reflected that any further work on the project should be deferred pending consultation with the new Director.

6. **Additional updates**

There was discussion of the relationship between the Trustees and the Friends of the Library. Courtney clarified that the Friends is a separate nonprofit organization, with separate funding. She referred the Trustees to the Friends website. The Trustees generally agreed that it would be helpful to build a relationship with members of the Friends in order to best further the interests of the library. Jessica suggested that Trustees might volunteer with the annual book sale to become better acquainted with members of the Friends of the Library.

7. **Adjourn**

On motion that was seconded, the meeting was adjourned at 7:00 pm.

Next meeting: June 5, 2024.

