

**Lyme Free Library**  
**November 14, 2022**  
**Board Meeting Minutes**

**Board Meeting:** November 14, 2022; The meeting was called to order at 6:00 pm.

**Trustees Present:** Doug Warneck, Melissa Koffs, John Rusho, Barb Peck, Susan Tontarski, and Judi Bates, (via video call).

**Not present:** Mary Hyde, Joy Seymour, and Patti Hughes, Librarian

**Secretary's Report:**

● A motion to approve the October 10, 2022 Board Meeting Minutes was presented by Melissa; seconded by Judi. All approved and the motion carried.

**Treasurer's Report:**

● Financials - The Treasurer's Report was presented by Judi; A motion to accept the report was made by Melissa, seconded by John. All approved and the motion carried.

**President's Report:**

- Doug recognized and thanked John for his assistance with moving the garden soil for the new sign and for repairing the front door.
- Doug presented the final draft of the 2023 budget, to be voted on and adopted at the January 2023 Board Meeting. Any questions may be sent to Doug.

**Librarian's Report:**

- Board Members are needed to assist with decorating the library for the holidays. A tentative date of December 1<sup>st</sup> was chosen. Doug will check with Patti regarding the date and the most convenient time to meet.

**Committee Reports:**

**Buildings & Grounds:**

- John reported receiving notification from Judy Killmer regarding plans needing to be set for moving the hydrangea tree in the shrub bed. The concrete benches will also need to be moved and the steps repaired. Doug reported being aware of the issues which will be dealt with at the appropriate time.

**100<sup>th</sup> Anniversary:**

- Susan presented samples of the 100<sup>th</sup> Anniversary commemorative bags, wine glasses and shirts. She reminded the Trustees to send her their shirt sizes as soon as possible. Susan will purchase 50 bags and \$14.00 per bag; 100 wine glasses at \$6.00 each; and pencils; as well as shirts for all Trustees, Staff and volunteers. Women's shirts will cost \$14.00 each and men's polos \$25.00. Some wine glasses will be sold and some given to dignitaries.

- A motion to approve the purchase of the 100<sup>th</sup> Anniversary commemorative items was made by Barb; seconded by Doug. All approved and the motion carried.

#### **Old Business:**

- Mary is working on the plaques for Jim Valentine's memorial chairs.
- The installation of the new Library sign and electric is complete.
- Doug is working on window screens.
- Doug has invited local architect, Mike Harris, to attend a future Board Meeting and present ideas regarding the new disabled access ramp.
- Barb reported the 2022 mail appeal is complete and thanked all Board Members for their assistance. She will update addresses on returned mail campaign letters and mail them again. Barb also suggested researching the use of pre-printed envelopes for next year's campaign.

#### **New Business:**

- John was asked by library patron, Pat Reome, why volunteers weren't shelving books when the Librarian is busy. Doug noted the use of volunteers has temporarily been cut back due to Covid pandemic concerns. All agreed this was a non-issue and will be discussed/tabled until Patti returns from sick leave.
- Barb reported there were no trick-or-treaters visiting the library on Halloween night. She advised against holding the event in the future. As an alternative, it was suggested the Board work in unison with the school, and perhaps set up a table at their event.
- Due to the holidays, there will be no Board Meeting held in December.
- The 2023 slate of Board Officers was presented as Doug, President; Melissa, Vice President; Judi, Treasurer; and Barb, Secretary. A motion to accept the slate of Officers as presented was made by Melissa; seconded by Doug. All approved and the motion carried.

#### **Executive Session:**

- A motion to enter Executive Session was made by Judi; seconded by Melissa. All approved and the motion carried.
- A motion to exit Executive Session was made by Judi; seconded by Melissa. All approved and the motion carried.

#### **Adjournment:**

- A motion to adjourn the meeting at 6:55 pm was made by John; seconded by Susan. All approved and the motion carried.

**Next Meeting:** Monday, January 9, 2023

**Submitted by:** Barb Peck