**Library Board of Trustees**

**Griswold Memorial Library**

**Meeting Minutes**

**December 6, 2021 6pm by Zoom**

1. **Opening**

Meeting called to order at 6:12 pm

Roll call Trustees: Nancy, Betty, Betsy, Cheli, Jill, Mike

Library staff: Chelsea

Team agreements

1. **Approval of meeting agenda**

Betty moved to approve the agenda. Jill seconded. Meeting agenda approved.

1. **Approval of previous meeting minutes**

Betsy made a motion to approve October minutes. Jill seconded. October minutes accepted.

1. **Reports**
2. **Director’s report**

Additional notes: the door knob fell off the rear door but has been replaced; new staff member Ellis has experience looking into local history and is excited to take pictures/digital images of items on top of the bookshelves; Nancy created a holiday graphic with the message “Tidings of comfort and joy’ to be displayed on the library lawn.

6:25 – Mike left the meeting

Nancy is working on another poster with operating hours; thanks to Betty for putting together more busy bags; Kate and Chelsea worked together on a kimchi making workshop and will post a video from the workshop to YouTube; Ellen made a solstice wreath for the GML - patrons are invited to add their intentions to the wreath; holiday materials are on display; staff is keeping a running document of requests, and Chanukah and Kwanzaa titles have been added; there will be more “Best Of” lists posted with staff picks.

Building project update: the property lines are still in question and someone will need to be called in to help with surveying; the GML has been advised to focus on regular library work/updates this year and formulate a plan for bigger projects for FY 2024.

Chelsea put in a letter of intent for a grant for a local history project; the working idea is to tell Colrainers’ stories, prioritizing stories of Indigenous people and abolitionists; in relation to that, Jonathan Mirren of Piti Theatre expressed interest in recording Colrain stories for a podcast, especially stories of abolition and the Underground Railroad; Chelsea also reached out to Rhonda Anderson and Ohketeau in regards to the one-year grant.

Chelsea will be holding the first book club with incarcerated women at the jail this week; Ashfield Library put in a grant to cover the project at the jail for one year, with hopes the state will pick up the tab after; MBLC folks seem supportive and the project is in line with the GML Strategic Plan.

With budget season around the corner, Chelsea will have a draft of the budget to the Trustees soon; she will also submit a 2022 Initiatives Report to the Trustees as well. Betty moved we accept the Director’s Report. Jill seconded. Director’s Report accepted.

**Treasurer’s report**

Betty had a little trouble balancing the books with the accountant; one of the

wages for a new staff member was coded wrong, but it has been fixed. Betsy moved we accept the Treasurer’s Report. Jill seconded. Treasurer’s Report accepted.

1. **Ongoing business**
2. **Governance Committee**

Discussed developing a performance review; the committee is still working on the bylaws and will be meeting soon to consider adding policy in regards to the position of a vice-chair, recruiting new members, and evaluations.

1. **Fundraising Committee**

Tabled until next meeting.

1. **Signage**

Discussed new signage for the GML; considering a permanent sign with the library name and a changeable sign for operating hours; Betty knows someone interested in working on a new sign for the GML – Robin Brooks.

**VII. Retrospective**

**VIII. Adjournment**

Meeting adjourned at 7:52pm.

Next meeting TBD in January.

*Respectfully submitted by Cheli Mennella*