**Library Board of Trustees**

**Griswold Memorial Library**

**Meeting Minutes**

**August 15, 2022 6pm by Zoom**

1. **Opening**
	1. Meeting called to order 6:02 pm

Roll call: Nancy, Betty, Marty, Jill, Chelsea

Land acknowledgement

* 1. Team agreements
1. **Approval of meeting agenda**

Betty moved we approve the agenda. Jill seconded. Agenda approved.

1. **Approval of previous meeting minutes**

Tabled until next meeting.

(Cheli joined meeting at 6:08pm)

1. **Reports**
	1. **Director’s Report**

Highlights discussed at meeting: kudos to local businesses that donated gift certificates; Nancy helped with the StoryWalk® at Pine Hill; received a quote for cleaning the windows; window grates will be removed for the cleaning, and a question was raised about whether to put them back up afterward or leave them off; Kim from the Conway School is excited about the Library’s project proposal; LITW has been a great way to connect with other libraries with over 100 people enrolled; the Zine making workshop was cancelled; and the new tent cover for the old pop-up is being delivered.

Library staff is reviewing safety protocol after an incident at the Library involving both adjacent neighbors and a dog, as well as an incident at a local library involving an angry patron who was supposedly heading to the GML. Chelsea wants staff to be prepared with de-escalating conflict skills. Discussion included: questions on how staff will be trained, if there is a need for more than one person to be on staff at all times, situational awareness training, technological support such as security cameras, lights in back parking lot, and securing the bulkhead entry.

 Betty made a motion to accept the Director’s Report. Jill seconded. Director’s report accepted.

* 1. **Treasurer’s Report**

Trustees reviewed Treasurer’s Report. Betty notes that the books are

already out of whack with the accountant because he put June payroll in July, and there are questions about a few other details. Betty will follow-up.

Nancy made a motion to accept the Treasurer’s Report. Marty seconded. Treasurer’s Report accepted.

1. **Ongoing Business**
	1. **Fix-It Day**

Planning is underway. Nancy will send notes from the last meeting by email.

* 1. **Building and Grounds**

Lanoue Landscaping will trim the apple tree for free. Cheli gave an update on

Powerwashing. There was more discussion about window washing and window grates.

Jill made a motion to move ahead with window washing given that there’s no water restrictions in town, that the price is as quoted, and that the grates are re-attached after the cleaning. Betsy seconded. Window washing approved.

* 1. **Miscellaneous**

Jill will reschedule the ice cream social. Governance Committee will follow-up

about holiday schedule. Chelsea’s vacation is from Sept. 13-20.

1. **Retrospective**
2. **Adjournment**

Betty moved we adjourn. Jill seconded. Meeting adjourned at 7:05pm.

*Respectfully submitted by Cheli Mennella*