

Submitted by: Nicole Buckley  
Present: Library Board: Sue Garten, Chair, Nicole Buckley, Vice-Chair,  
Laura Howard, Secretary  
Library Staff: Bernadette Rivard, Director

Location: Library Virtual Meeting-Zoom

Next meeting: February 10, 2022

Meeting called to order at 7:00 pm by Sue Garten, Chair.

**A motion to approve the meeting minutes submitted by Laura Howard for December 2021, was made by Nicole Buckley. The motion was seconded by Sue Garten. All were in favor and the motion passed.**

The Board reviewed the financial report and a list of invoices from the last month.

Bernadette Rivard presented and reviewed the Director's Report as submitted January 11, 2022.

The library has stopped accepting room reservations for rooms and this will continue at least through February. Preschool programs are also put on hold and there will be an announcement for preschool programs each Thursday by the Children's Librarian for the following week.

Painting Project update: Bernadette will be sending out a final request for quotes with a deadline of February 28<sup>th</sup>.

Discussion about hours: Attendance has slowed in the evening in recent weeks; MBLC has waived the hour requirements through April 4th. Bernadette is recommending that the library close at 7:00 pm through at least February on Mondays and Wednesdays.

**Sue Garten made a motion to approve the library closing at 7:00 pm on Mondays and Wednesdays starting next Wednesday through the month of February. Laura Howard seconded the motion. All were in favor and the motion passed.**

Bernadette will announce the change in hours tomorrow.

Discussed ARPA and Library Projects:

- Air filtration units for the different areas of the library will include installation and the 5 units. Bernadette will be requesting that these to be funded at the February ARPA meeting.
- Windows: Windows that open is a high priority for staff and we would like to include this for the February ARPA funding as well, but waiting for a quote.
- Outdoor spaces-goal to have them completed by the summer. We do have an estimate for one space, but want to submit as one project to include the Children's Room space and the patio outside the Teen Room.
  - Discussed Story Walk project/ALA Grant application in conjunction with the outdoor space. An application for a Humanities Programming grant to fund an outdoor storywalk on the town common was submitted. We will know in February. The project needs to be completed by August if we receive the grant.

The Annual report was sent to the Trustees for review. Bernadette requests that the Trustees review the draft and submit any changes/corrections to her.

The Spring Annual Town Meeting Warrant is opening on January 25<sup>th</sup>, but Bernadette does not anticipate having any special funding requests.

Discussed the FY22 Budget as presented in the materials. The FY23 Budget Proposal has been submitted to the Town Administrator and the Finance Office. Sue Garten and Bernadette will meet with town officials regarding the budget next week.

Update on the MBLC LSTA Grant Application: Will reach out to businesses via a survey to help in designing the grant programming. The application is due at the MLBC on 2/17/22.

HVAC update-Still in process and awaiting feedback before proceeding.

Bernadette shared the statistics and discussed the low circulation rate for December. Slow attendance as well.

The meeting was adjourned by Sue Garten, Chair at 7:26pm