

Chamberlin Free Public Library

Board of Trustees Meeting

February 12, 2024, at 6:30

DRAFT

**Present:** Charles Brault, Deb Spratt, Lauren Pashayan, Judith Wilkins, Natalie Klebes, Diane Steele, and Maggie Josti arrived at 6:53

Minutes of January's meeting were reviewed. Lauren Pashayan motioned for approval and seconded by Judith Wilkins.

The Treasures report was reviewed. Motion to accept the treasures report as is made by Deb Spratt and seconded by Lauren Pashayan.

Circulation statistic nothing significant to note, numbers steady. Knitting program missing from report in error and Charles will ensure it is updated and shared with the board.

Personnel: New assistant has transitioned into the role and contributed adequately to workload, colleague on leave projected to return towards the end of the month.

Systems- small challenges with systems have been identified and remedied by Charles.

Old business- Draft for formal motion as board to move forward with 2<sup>nd</sup> floor renovations. The following policies that were updated: Meeting space, Holiday closings, Emergency Closings, Service Animals and Pets, Trustees' meetings, Library Public Notice Board, Library Patrons, and Collection Development & Maintenance all with minor adjustments to be made. Motioned for approve as amendments made by Natalie Klebes and seconded by Lauren Pashayan.

New business- In need of a Bed Bug Policy, utilized policy from Lane Memorial Library as a temporary template that will be modified. Board has approved the purchase of a hot box to help with the issue.

Motion to adjourn made by Deb Spratt and seconded by Lauren Pashayan.

The next Trustees meeting will be on March 11, at 6:30 pm.

Respectfully submitted,

Natalie Klebes