

**Fulton Public Library**

**Board of Trustees**

August 29, 2022

**Attendance:**

Trustees Present: Ellen Himes, President, Maria Fazzini, Donna Jones, Pat Kush, Dennis Merlino, Carolyn Mosier, David Phares, Kathy Sipling,

Trustees Absent: Sarah Fay

Also present: Library Director Caroline Chatterton, and Deborah Standish, Treasurer

**Call to order:** The meeting was called to order at 4:00 PM by President Ellen Himes.

**Adoption of Agenda:**

No objections or amendments to the agenda. Approved as presented.

**Public Comments:** No Public Comments.

**Approval of Prior Board Meeting Minutes and Agenda:**

Meeting minutes of July 18, 2022 approved as presented.

**Review Financial Reports:**

The financial reports were reviewed. Questions were deferred to Deborah Standish, Treasurer. David had a suggestion for improving the Grant money reporting. The financial reports and disbursements were then approved as presented.

**Library Director's Report:**

Caroline Chatterton presented the Library Director's Report (see attached). Caroline reported that circulation stats are increasing. E-media is doing well. We registered 92 new patrons in July. Hoopla is doing great. Program stats for July are way up because of summer reading events. We had an author visit and book signing with local author Len Senecal.

The library had a table at the Nim's Island Event at the War Memorial. We gave away books and library information. We had a "Stories and S'Mores" event with local author Jim Farfaglia. There were stations with crafts, s,mores, a nature walk and other activities for families.

Caroline visited the Girls Rock group where they did a STEM activity, making solar powered cockroaches. Mayor Michaels has volunteered to read to children at story time.

Friends of the Library is meeting regularly on the first Wednesday of the month at 5:30.

**Committee Reports:**

- Capital Campaign: Kathy said that the committee is waiting to meet after the summer vacation.
- Finance: Carolyn would like the committee to meet quarterly.
- Grant: Bid documents will be going out again for the Community Room renovation project in September. We have an extension until June 2023.
- LRSP: Carolyn talked about the long-range plan that the committee has worked on. They have added a new area about collection development that they would like Caroline to look at before we vote on the plan.
- Policy: Dennis reported that the committee met this month. They reviewed the committee's responsibilities for the new members. The committee is almost done with reviewing the Employee Handbook. The final vote on the Employee Handbook will be in December after everyone has reviewed it. The committee is meeting on the second Tuesday of every month.
- Personnel: No report.
- Safety/Maintenance Committee: After some discussion, the board agreed that setting up Active Shooter training is important. Caroline will look in to what is available for staff and Trustees.

### **Unfinished Business:**

- Main floor renovation: Janelle Bossuot from Educational Furnishings will be in the library on Wed., 8/31 at 12:00 for anyone who is interested in the ideas the company has.
- Community Room Renovation updates: Bid documents will be going out again in September. We need to clarify with the city about what happens if we get no bids.

### **New Business:**

- Community Room Emergency Door: We may try some local stores to see if they could recommend someone to come to look at and repair the door.
- Children's room stairs: We are thinking of replacing the carpet on the stairs to match the rest of the children's room. We will get a revised quote for safety treads and vote on the project next month.
- Credit Card Limit: Caroline suggested raising the limit on the library credit card. After some discussion, Dennis motioned to up the limit on the credit card to \$5,000. Marie seconded and all approved.
- Sexual Harassment Training: Caroline will e-mail the Board the link to the virtual training. Everyone needs to complete the training by Sept. 15.

### **Public Comments:** none

The **meeting was adjourned** at 5:16 PM by Ellen Himes.

Our next meeting is scheduled for Monday, Sept. 26, 2022 at 4:00 PM.

Respectfully submitted,

Kathy Sipling  
Secretary