

Carver Library Trustees Meeting  
Minutes January 17, 2023  
Carver Public Library

In attendance: Trustees Janet O'Connor, Chairman; Sharon Clarke, Mary Dormer, Linda Nardone, Marie Zweigman and Carole Julius, Director    Absent: Peggy Wood

The meeting was called to order at 5:02 by Chairman Janet O'Connor

Meeting minutes: October 18, 2022

On a motion by Sharon Clarke, seconded by Janet O'Connor, it was voted 4-1 to approve the minutes of the October 18, 2022 meeting. Mary Dormer abstained.

Director's Report

Carole reported: she had attended the SAILS membership meeting  
She will present the FY 24 Library budget at the upcoming budget hearings on January 28 at the Fire Station and subsequent budget meetings with the Finance Committee and Select Board

Financial: first deposit of funds to the Library to be received by the state should be approved by Trustees. On a motion by Mary Dormer, seconded by Sharon Clarke, voted unanimously to approve.

HVAC Update

Carole noted she had a meeting with Dave Siedentop and the HVAC designer.

Phase 1: starting on February 1; largest units will be brought into the building; during work the meeting room entrance will be closed

Phase 2: Main portion of the work will proceed, during which Carole will move out of her office. Also the second floor open space will be closed off, book sections covered and Amy will pull out most popular books. The project will not affect or interfere with the Children's room. No timeframe for completion as of this meeting, hoping by May. Towards the end of the project the Library may have to close briefly. Carole will keep the Trustees updated.

Staffing

Nicole Mercer has been hired for 16 hours/week Wednesday-Saturday in Children's Room.

If the Library has to close during HVAC work, staff may have the option to work from home.

Amy has cut back her hours.

Staff will attend training on January 19 at the Police station; the Library will be closed that day.

Meeting Room Policy Review

Discussion was held regarding a revision to the Meeting Room Policy that would include a penalty for failure to cancel or appear for a reservation. Also included, a reservation acknowledgement form to be initialed by those making a reservation.

On a motion by Mary Dormer, seconded by Sharon Clarke, it was voted unanimously to approve the update to the policy and a reservation acknowledgement sheet to be included with the policy.

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Collection Development Policy

Carole noted that all libraries in the state will be required to have a Collection Development Policy in place by the end of the year.

Next meeting: March 14 at 5 p.m.

On a motion by Janet O'Connor, seconded by Mary Dormer, it was voted unanimously to adjourn at 5:39 p.m.

Respectfully submitted,  
Marie Zweigman  
Secretary