

Carver Library Trustees Meeting
Minutes March 28, 2023
Carver Public Library

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

The meeting was called to order at 5:05 by Chairman Janet O'Connor

Meeting minutes: January 17, 2023

On a motion by Peggy Wood, seconded by Janet O'Connor, it was voted unanimously to approve the minutes of the January 17, 2023 meeting as amended.

Director's Report

Carole reported she had attended the SAILS membership meeting
She had also attended and presented the proposed Library Budget at a joint meeting of the Select Board, Finance and Capital Outlay committees.
Carole has had ergonomics training and on January 19 staff had training at the Police Station.

HVAC Update

Carole noted she had met with Dave Siedentop and the HVAC designer
Phase 1: starting on February 1- largest units will be brought into the building; work to take about a month during which meeting room entrance will be closed
Phase 2: Main portion of the work will continue during which Carole will move out of her office and upstairs open space to be closed off. Book shelves to be covered and Amy pull out the most popular books to be available. No timeframe for completion as of the meeting, hoping by May. During work near the end of the project the Library may have to close briefly. The entire project will not affect the Children's room. Carole will keep us updated.

Collection Development Policy Update

Carole noted that all libraries in the state will be required to have workshops and have a mission statement in place by the end of the year. Amy wrote the policy we have in place. Carole suggested at the next meeting our goal will be to discuss and try to condense it.

Library Phones

Carole informed the Trustees that a recent power surge had taken out the memory of the phone system. She stated that the phone system needs to be updated and noted Dave Siedentopf (O&M) was getting new phones via state aid. An updated system will need to be put out to bid; in the meantime, the Library may have to get a static IP address.

Board Vacancies

Carole reported that Mary Dormer has resigned and Sharon Clarke has decided to leave the Trustees so two one-year positions will need to be filled. Also: Lynda and Marie will be on the ballot for re-election each for a 3-year term.

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Next meeting: May 16 at 5 p.m.

On a motion by Janet O'Connor, seconded by Lynda Nardone, it was voted unanimously to adjourn at 5:40 p.m.

Respectfully submitted,
Marie Zweigman
Secretary