

**Berkshire Free Library**  
**Board of Trustees Meeting – November 11, 2024**  
**held at the Berkshire Free Library**

Present: Carol Cox, Janice Merrill, Carol Leigh, Fran Miller, John Stoughton, Brenda Yaples, Barbara Schwartz and Lisa Michaud with guest Michael Sheldon.

**Call to order** at 3:35 PM by John Stoughton. No additions to Agenda.

**REPORTS**

**Secretary's Report** – Minutes of the October meeting were read. No changes were requested.

**Treasurer's Report** – Carol noted that she has moved Online Used Book Sales to a separate line item from the Used Book Sales line. She also reported that to date \$6,171 has been received from the annual fund raising letter, which includes donations via Square. She asked what amount the Library should donate to the Community Center in thanks for the use of the building. John suggested the same as last year, \$300, and this was agreed upon. Blinds were purchased for \$90 and the balance put in the Construction line. For the Towns Budget document, Wages will be increased for the staff to \$15.50 per hour, as of 1/1/2025 and Fran gets a commensurate increase. The four employees get 1 hour per month sick leave. After discussion, Barbara moved that Fran receive 20 hours sick leave per year. Brenda seconded the motion which was unanimous.

**Director's Report** – Fran reported that a Collection grant for \$2,000 was received from FLLS. Also a Floyd Hooker grant was received. Overdrive annual donation request was received and after discussion, John moved we send \$350, the same as last year. Barbara seconded the motion which was unanimously approved. Fran asked what reports do we want on the website? Secretary report as is, and a streamlined Treasurer's report were suggested. Carol will work with the Web editor. Children's Coat Giveaway will be held Saturday, Nov. 16 at noon in the Community Hall. Fran noted the Sewing Class being held at the Library will likely cost each child \$10 per session and there is no benefit to or other involvement from the library pursued. Adults will meet this Saturday and Fridays. She noted AmeriCorps through the Rural Health Network is offering transportation to Guthrie. Santa workshop at the Fire Hall Dec. 1 from 2 to 4pm.

Brenda moved the above reports be approved as presented. Barbara seconded the motion which was unanimously approved.

**OLD BUSINESS**

Grants – covered under Director's Report.

Online Book Sales – listed on Treasurer's Report.

Building Updates – Michael Sheldon was introduced to the Trustees who all looked at copies of the blueprints he had made of the proposed renovations. He noted that there are Plans A, B and C. Plan A has the ramp moved over top of where the septic system is located. Plan C basically has the changes to the front of the building rather than the rear as in Plan B. For Plan B it was suggested the first floor restroom in the stacks be moved 90° to provide more room for a hallway off the elevator to the children's room. Noted the "Librarian's Office" is actually the Circulation Desk and by taking some of that room and eliminating the tub and closet in the ADA restroom there might be room for an actual Librarian's Office. Noted we would need window ladders on the second floor next to the Fire Hall, and that there would be 5' between the Fire Hall and the proposed addition to the Library. After discussion, Barbara moved that Plans A and C be eliminated and that suggested modifications to Plan B be made. Lisa seconded the motion and it was unanimously approved.

**NEW BUSINESS**

Upcoming events include tree trimming but setting date will wait until we talk with the Gardening Club.

**ROUND TABLE**

Carol Leigh wondered what should be put on the plaque in front of the Library's Christmas tree on display with others. Suggestions were various, including "Libraries are more than books" but it was finally decided to ask Nancy what was used last year, when she is back in town.

Hurricane Victims/Samaritan's Purse fund raiser spaghetti dinner will be held at the Berkshire Congregational Church November 16 from 5 to 7 pm.

Wednesday is the Suicide Prevention seminar.

There being no further business to conduct, Carol Cox moved and Barbara seconded the motion for adjournment.

Respectfully submitted,

Janice Merrill, Secretary