

Pope Memorial Library
Board of Trustees
Meeting Minutes
5/17/2022

The meeting, via Zoom, was called to order at 6:04pm.

Attendees: Nick Flanders, Kim Prior, Gail Calkins, Judi McAllenney, John Blackmore, Bruce Pamer

Absent: Liz Prohaska

Others present: Shara McCaffrey, library director

2. Secretary's report:

Move to accept report as written by Nick F. and Kim P. seconds.

3. Treasurer's report:

Motion to accept by Nick F., seconded by Judi M.

John is working on making it more understandable, gave a combo of capital and operating budget. We're \$14K down at the moment which might need to come out of the endowment. Kim is wondering if the past 2 years of covid represented operating expenses as would be during prior years. Nick mentioned in 2021, the library and CC opened back up to regular hours.

We will be incurring more capital expenses this year, we'll see how projections unfold. Statement of economic activity is more used than profit and loss reports for non-profit groups. This makes more sense, since we will be taking a loss this year with the CC basement. Nick suggests we start to build an endowment this year so cover future expenses.

4. Facilities and buildings:

Larry Rossi will fix the sidewalk. Motion to ratify authorization of the \$1000 cost to fix the sidewalk by Judi M, all are in favor.

No new info on the flagpole.

Larry looked at the basement needs. Agrees with the others in regard to work. He thinks the estimates are high. More to come. Larry will contact another person which will give us 2 bids.

5. Directors Report:

Policies and procedures are being revised. And will start digitizing the documents; maybe include a brief history of the library in the trustee handbook. Bruce will bring a list of documents to the next meeting, he'd like to include in a new trustee packet.

How can we make this shareable to all board members, only. Shara and Judi will get together and determine the best way to make this happen.

Reports on upcoming events indicate all is on track!

New ARPA grant will be focusing on large print, children's programs and multi-media.

Nick F. moves and Kim P. seconds the report.

Bruce brought up how Cobleigh promotes and rents e-bikes. Maybe Pope should do it? Shara saw the same article and will reach out to promote the program as well.

6. Old Business:

Plaque ended up cheaper, \$400. Need to find someone to mount it. Get it up by June, which is the 10th year! Have a small commemoration?

Trustee recruitment: Sharon Daniels? No one has reached out yet.

7. New Business:

Kim was curious of any new interest in groups for CC use? Dee and Shara have been thinking about this and have ideas. More music groups? Kim wondered about showers, birthday parties, etc. More personal usage. We should figure out an hourly rate or event rate for the CC. Kim moves \$50 deposit and \$50 usage fee. Nick agrees, but a \$100 usage fee.

Kim is going to reach out to fire and safety about capacity at the CC. We will table the motion at this time.

Bruce P. motions, and Nick F. seconds with all in favor to adjourn meeting at 7:02pm.

Next meeting occurs on June 27th at 6pm.