

BOARD OF TRUSTEES (BOT)
SANDWICH PUBLIC LIBRARY (SPL)
MINUTES FOR MAY 11, 2021

TOWN CLERK
TOWN OF SANDWICH
JUN 15 2021
1 H 30 M 2 M
RECEIVED & RECORDED

Present: Chairman Bob Thomson, Mark Wiklund, Jeanie Vander Pyl, Ted Scribner, Katie Miller, Bill Wagner, Mike McCartney, Jayne Burke and Library Director Joanne Lamothe

Absent: Christine Brown

Guests: Geoff Lenk and Jon Hagenstein – Trustees of the Weston Memorial Fund and Tao Woolfe – The Sandwich Enterprise

The meeting was called to order at 7:05 p.m.

Review and Approval of Minutes from April 13, 2021 meeting

MarkW motioned to accept the April 13th minutes – TedS seconded and all were in favor except for three abstentions.

Roll call – approval of minutes.

Bill Wagner – aye	Ted Scribner – aye
Bob Thomson – aye	Jeanie Vander Pyl - aye
Mark Wiklund – aye	

KatieM – abstained	JayneB – abstained
MikeM – abstained	

Weston Fund Trustees Report

- Over a year ago, there was a change in the nonprofit entity status from using the town’s ID for reporting on a fiscal year basis to setting up a 501c3 nonprofit public charity reporting on a calendar year basis.

- Asset Allocation –

23% - Cash
16% - Fixed Income
61% - Equities

- Distributed Income/Profits –

\$39,043 was distributed to the town for the library in 2020. Distribution dates June 30 and December 30.

Anticipated income for the next fiscal year FY22 to exceed \$40,000.

- Account Balances –

As of 12/31/20 - \$1,878,695 up 4.2%

As of 04/30/21 - \$1,995,985 up 6.2%

- Deposits from the annual appeal totaled \$3,925.
- Expenses – CPA fees of \$500 and a post office box fee.

Board Reorganization

- Chairperson –

Motion by JeanieV to nominate Robert Thomson to be the next chair of the trustees of the library – BillW seconded and all were in favor.

Roll call – Chair Nomination.

Bill Wagner – aye

Ted Scribner – aye

Mike McCartney - aye

Jeanie Vander Pyl - aye

Mark Wiklund – aye

Katie Miller - aye

Jayne Burke – aye

- Vice Chairperson – nomination postponed till the next meeting.

Director's Report

Update on renovation project and current services –

- Main St Building Renovation –

Furniture and shelving have been ordered.

Outside work –

- ✓ New steps have been poured at the parking lot side entrance.
- ✓ New ramp at the rear entrance has been poured.
- ✓ Blue stone installation at the back patio.

Inside work –

- ✓ Painting.
- ✓ Finishing work.
- ✓ Store front and oculus windows have been installed.
- ✓ Week of 5/24/21, a great amount of work and inspections are planned.

Substantial completion by 6/15/21.

Working with graphic designer, Donna Rockwell, to come up with another grand opening theme (Back to the Future can't be used).

Special edition newsletters will be launched which will provide specific updates and pictures of the library renovation.

- Current Services –

Working on summer programming and performances.

Received notification from the Board of Library Commissioners that they will be using Covid funds to provide libraries with hot spots for two years.

Zoom meeting to be held with the Friends to discuss plans to open the new Friends - Book Sale room.

Juneteenth Day Holiday 6/19/21 – town offices and the library will be closed Friday 6/18/21 in observance of the holiday.

As of Saturday 5/15/21, library materials will no longer be quarantined.

Chairperson's Report

- Thank you to Mark for your steady leadership as chairperson of the library trustees.
- Attended the Friends meeting to go over the reopening plans –
 - ✓ Trustees and Joanne will be in charge of communications with town officials and with the community about the reopening plans.
 - ✓ The trustees will be in charge of planning the opening ceremonies.
 - ✓ The library staff priorities will be on planning the moving back into the Main St building with the least disruption in services and preparing the building for the reopening.
 - ✓ The Friends will be working on programming ideas and supporting the reopening by engaging patrons of all ages in the weeks before and after the reopening with a variety of virtual and in person celebratory events. They will provide support to the library staff and trustees as needed.
 - ✓ Will attend the Friends May meeting on 5/20/21.

Executive Session

- Joanne Lamothe and Tao Woolfe exit the meeting.
- At 7:51 TedS motioned to adjourn and move to executive session – purpose: Library Director’s Performance Evaluation and FY22 Compensation under OML Purpose 2 – KatieM seconded and all were in favor.

Roll call – adjournment to move to executive session.

Bill Wagner – aye	Ted Scribner – aye
Bob Thomson – aye	Jeanie Vander Pyl - aye
Mark Wiklund – aye	Mike McCartney - aye
Katie Miller – aye	Jayne Burke - aye

- Return to regular session at 8:11.

- **Motion –**

JeanieV – The Board of Trustees voted to award Joanne whatever the town nonunion rate increase is and in addition to that a 2% merit increase based upon her outstanding performance review. MikeM seconded and all were in favor.

Roll call – Director’s FY22 compensation package.

Bill Wagner – aye	Ted Scribner – aye
Bob Thomson – aye	Jeanie Vander Pyl - aye
Mark Wiklund – aye	Mike McCartney - aye
Katie Miller – aye	Jayne Burke - aye

TedS motioned to adjourn – MarkW seconded – and all were in favor.

Roll call – adjournment.

Bill Wagner – aye	Ted Scribner – aye
Bob Thomson – aye	Jeanie Vander Pyl - aye
Mark Wiklund – aye	Mike McCartney - aye
Katie Miller – aye	Jayne Burke - aye

Meeting was adjourned at 8:13 p.m.

Respectfully submitted,



Melinda Aguiar