

D. A. HURD LIBRARY BOARD OF TRUSTEES MINUTES

JULY 10, 2025

Present were Marcia Miller, Meleta Baker, Eric Smith, Emilie Missud, Amber Fournier, Margaret Allaire, Ben Philbrook, Ryan Gosser, Jennifer Traynor, Tara O'Connor and Cheryl Hoffman.

The meeting started at 6:00 p.m. with a Welcome.

The Secretary's June minutes were approved.

The Treasurer's report – Names on accounts need to be clarified. People named on existing accounts need to be straightened out.

Advocacy report – Committee to meet on July 11th. They are working on the pamphlet to be given out to new patrons. Logo to be decided on. Meleta contacted the guidance counselor at the high school to see if there is a student volunteer to continue the work on the slide show.

Maintenance – the electrical buzzing has been corrected.

Director's Report:

- (a) Plant sale was a success with the final funds raised at \$1,480.
- (b) Campers from the summer rec program are coming to the library on Monday, July 14th.
- (c) The new phone system is in place with one glitch – a voice mail message shows up when calls are received.
- (d) We cannot have a POD on library property per the Code Enforcement Officer. Meleta will look into renting a U-Haul unit to store books for a month before the book sale.
- (e) Jennifer was given approval to remove old or broken property from the premises.
- (f) The Trustees' minutes will be placed on the library website for public access.
- (g) We need another Master Gardener Coordinator for the Sensory Garden.
- (h) Kim Parker has been appointed Head of Circulation.

New Business:

- (a) New tents need to be purchased in time for the book sale in September. Dwayne Morin had a recommendation for tents that Jen will look into. We approved of Jen deciding how many tents are needed and what kind would be best.
- (b) The insurance policy on the contents of the building needs to be updated.
- (c) We need a liability account for paid time off benefits for the employees.
- (d) Tara will research the monetary gift policy for employees.
- (e) Trustees need to look at the Trustee binders in Jen's office to see if they are something we want to keep.
- (f) Mill Field Festival volunteers are needed. A sign-up sheet was passed around and will be kept at the front desk for more volunteers.
- (g) We are going to change the monthly meeting night to the second Monday of each month.

There will not be a meeting in August. Our next meeting will be held on Monday, September 8, 2025 at 6:00 p.m.

Respectfully submitted,
Amber Fournier, Secretary