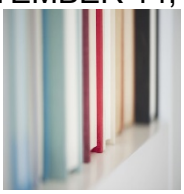
MINUTES OF THE BOARD OF DIRECTORS
SEPTEMBER 14, 2026



Board members present were Ryan Gosser, Marcia Miller, Joe Phillips, Eric Smith, Emilie Missud, Cheryl Hoffman, Meleta Baker, Ellen Yost, Tara O'Connor, Nancy Cotty, Amber Fournier, Ryan Sugrue and Jennifer Traynor, the Library Director.

1. The meeting started at 6:00 pm with welcome comments around the table.

2. The June Minutes were reviewed, and Cheryl made a motion to accept the minutes, which Emilie seconded. The June Minutes were approved. Cheryl also made a motion to accept the May Minutes since we didn't have a quorum at the June meeting. Joe seconded the and the May Minutes were approved.

3. Treasurer's Report – none at this time. Ben Philbrook has vacated the position of Treasurer and stepped down from the Board. Ryan Gosser is the temporary Treasurer and has not had time to go through the records.

4. Advocacy Committee Minutes were reviewed. We need a few more community members to help out with the 100th year anniversary. Maybe even have a sub-committee for this event. Ryan Gosser volunteered to be on this committee.

5. Director's Report – (a) The annual book/bake sale was a success raising $1,441. There were a lot of volunteer helpers, which made the setting up for the book sale much easier. It was suggested to advertise the book sale next year in the town flyer that is put out by the Rec Department. Jen suggested having a table at other various locations to sign people up for library cards. (b) The Summer Reading Program was also a success showing an increase from last year's program. Jen had prepared a slide show with pictures from the program. (c) The director's office is in the process of being moved with patching and painting being done in the old director's office. (d) New furniture for the library has been ordered with a delivery date in October.

6. Old Business – (a) Paid Time Office policy revisions were reviewed. Cheryl made a motion to accept the PTO policy changes. Eric seconded the motion, and the motion passed unanimously. (b) Bruce Esposito's Estate bequeathed $18,000 to the library. We will hold onto this amount for a year before deciding what to spend it on. A second check will be coming once the estate is settled. We need to put this money into a better interest accruing account. (c) Insurance – tabled until next renewal. (d) Inventory – tabled until after digital record. The Children's and Young Adults' inventories have been done digitally. (e) Records Retention Policy – tabled. Jen is working on it. (f) Patron Privacy Policy tabled.

7. New Business – (a) The Library Assistant job description was reviewed. Cheryl made a motion, which Joe seconded, to accept the job description. The motion passed unanimously. (b) Conflict of Interest form was reviewed. Cheryl made a motion, which Nancy seconded, to accept the form as presented. The motion passed unanimously. (c) Gifted Watercolor picture was discussed. We need to redraft the form that the donator signs to line up with the gift policy we have in place. A motion was made by Nancy and seconded by Meleta to accept the print. The motion passed 11 Yes, 1 No. (d) The By-Laws need to be reviewed. A sub-committee was formed with Ryan Gosser, Ryan Sugrue, Jen, Tara and Cheryl willing to do this. (e) Year End Budget review – Jen provided a detailed Budget vs. Actuals for the Fiscal Year July 2025 to June 2026. (f) 2027-2028 Budget – we should have a first draft for our October meeting. Jen and Ryan Gosser will start that process.

8. The meeting was adjourned at 7:15pm with our next meeting scheduled for October 19, 2026 at 6:00 pm.