



# MINUTES OF THE BOARD OF DIRECTORS

D. A. HURD LIBRARY

February 9, 2026

The meeting started at 6:00 p.m. with the following members present: Ryan Gosser, Margaret Allaire, Amber Fournier, Lincoln Harrison, Emilie Missud, Eric Smith, Cheryl Hoffman, Meleta Baker, Marcia Miller, Ben Philbrook, Nancy Cotty and the Library Director, Jennifer Traynor. Absent was Tara O'Connor.

The Secretary's Minutes were approved with one change in that two CDs were due to be extended at the end of January instead of one.

The Treasurer's Report was approved.

The Advocacy Committee has not met but are scheduled to meet on March 30, 2026.

The Director's Report: (a) There is a youth chess club that is very popular. (b) A movie titled The Librarian is being shown at the Parsons Memorial Library on February 14<sup>th</sup> at 1:30 pm. Jennifer has been asked to participate in the community conversation as a representative for our library after the showing. (c) Sue Pike will be speaking at our library on February 19<sup>th</sup> to explore the science of ice cores.

Old Business: (a) The Budget Committee is reviewing our proposed budget on March 4, 2026 at 6:30 pm. (b) Jennifer is still researching the Patron Policy. (c) After much input from several sources, Jennifer has finalized the Community Space Use Policy. It was discussed that the current groups using library space before or after library hours are "grandfathered". Going forward, other requests would require using the new policy. One change was suggested to the proposed language, and a motion was made to amend the language as follows: "Applications for reservations outside of normal operating hours may incur a charge." This motion was seconded and approved. Then a motion was made to accept the amended policy – which was seconded and approved. (d) Board Member Term Document, Insurance, Inventory and Records Retention Policy – all were tabled.

New Business: (a) The Executive Director's annual review will be coming up soon. A committee was formed with Ryan, Eric and Nancy volunteering. This committee will need to review the job description and meet to discuss. Then they will meet with Jennifer. (b) Board positions will be voted on in March – President, Vice President, Treasurer and Secretary.

(c) Jennifer presented us with a job description draft for the Community Outreach Coordinator. This is a part-time position. The current and the proposed budget would allow for 16-24 hours depending on pay rate. A motion was made and approved to accept the draft. Then there was discussion regarding the pay rate for this position. A motion was made “To use as a pay grade for the new Community Outreach Coordinator position the pay grade of C \$23.00 - \$27.10 as the range for the job.” The motion was seconded and approved. (d) The proposed revisions to update the Library Staff Duties (2014), which apply to all library staff, were approved. (e) The 100<sup>th</sup> Anniversary will be celebrated in 2028. (f) There has been found a reference to a Time Capsule that was set aside in 1987 by Girl Scout Troop #200 to be opened in 2012. We are searching for any information regarding this. (g) Under Article XII of our By-Laws, it states that “Fifty (50) percent of the Board of Trustees shall constitute a quorum for decisions requiring a vote.” We will discuss this at our next meeting as to changing this percentage. (h) Ben brought up the question as to whether we should have background checks for employees. It was agreed that we should do that. (i) There is a Mad Hatter Tea being held again at the Lady Mary on April 11<sup>th</sup> and 12<sup>th</sup>.

Our next meeting will be held on March 9, 2026 at 6:00 pm.

The meeting was adjourned.

Respectfully submitted,  
Amber Fournier, Secretary