

Sharon Public Library Board of Trustees  
Regular Session  
January 19, 2022

**Attendance:**

Trustees in person: Cheryl Rosenfeld, Cheryl Weinstein

Trustees attending remotely: Carolyn Weeks, Geoff Gerrietts, Wendy MacArthur, Sarah Windman

Library Staff remote: Lee Ann Amend (Library Director)

The meeting was called to order at 7:34 p.m. by Cheryl Weinstein

Cheryl W.: Minutes can be approved by roll call, by consensus, or the chair can approve. I would like to use consensus style. All agreed.

Approval of the minutes of Dec 15: Approved by consensus.

Executive Session minutes 2020 and 2021 regarding the ZBA: Approved with changes.

**Treasurer**

Report attached. In addition:

- Wendy: We now have two Eastern Bank accounts. One is a government escrow library trust account — all town escrow accounts are in one statement. I'll have to ask for our part of it every month. The other is a regular checking account. I can pick up that statement each month. For December, the checking account has a balance of \$546.37 and the trust account has \$1,941.44.
- Lee Ann: To use money in the trust accounts held for the library we have to make a request. Cheryl W: Money given for the library is under purview of the Trustees. Wendy: I want to make sure it can be spent at the discretion of Lee Ann. Cheryl W: only state aid if she spends more than \$1K she has to come to Trustees.

**Budget**

- Cheryl W: What is the supply revolving account? Lee Ann: It pays for different supplies for the library, copy machine, book replacement, etc. Most town departments have these various accounts, how much money we can have in them is capped.

**Friends**

- Working on Valentine's cookie sales and coffee sales. Working on May book sale, looking at outdoor locations. Working on obtaining a speaker for our annual meeting.

**Director's Report**

Report attached. In addition

- Meeting — Trustees with Sage Strategic Planning, Monday evening March 14 via Zoom.
- Staff half-day holidays: they receive 3 each year. Lee Ann wants to close at 2 p.m. on those days instead of 4 p.m. These are applicable to all staff, whether or not they are on the schedule for that day. Trustees need to vote on this.

MOTION: Half-day holidays are to be on the Saturday before Sunday holidays. Passed unanimously.

MOTION: All holiday half-day closings will be at 2 p.m. Passed unanimously.

- Lee Ann: Donating my stipend for work I did on the Veterans Toolkit Committee to Wounded Warrior Project (\$150). They will be providing us with 3 speakers.

MOTION made by Sarah that the Trustees match Lee Ann's donation and also give \$150 to Wounded Warrior Project, second by Carolyn. Passed unanimously.

**Director's Review:**

- Discussion/questions. Sarah: Happy to give Lee Ann a glowing review, I'm proud to be a Trustee. Cheryl W: I am so glad to have you as our director. Lee Ann is receiving a 3.5% pay increase.

MOTION by Sarah to approve the director's review as written. 2nd by Carolyn. Approved unanimously.

**Library project:**

- Discussion about advocacy for the library and who/what entity should be doing that.

Meeting was adjourned at 8:42 p.m. by consensus.

**Action Items Summary (new items):**

Cheryl W. to look into forming a subcommittee to work on advocating for the library.

**Next meeting – Feb. 9, 2022**

Respectfully submitted,

Cheryl A. Rosenfeld  
Secretary, Board of Library Trustees