

Aquinnah Public Library Trustees Meeting
Minutes – Thursday, August 26, 2021

Meeting Convened: _1:40 PM

Present: Kathie Olsen, Margie Spitz, and Heidi Vanderhoop, Trustees; Rosa Parker, Acting Library Director

Review of Previous Minutes: Several amendments were made to the draft of the meeting held on July 27, 2021, so they were not approved. A corrected copy is attached and included as part of these minutes.

Old Business:

1. **Little Free Library:** After much discussion, Heidi Vanderhoop moved, Kathie Olsen seconded, and it was unanimously agreed to allocate a maximum of \$550 for the purchase of a Little Free Library console and accessories.
 - a. It was noted that a sign needed to be made to make it clear that this cabinet is not for return of library books.
2. **Conflict of Interest:** Trustees and municipal staff need to receive a Certificate of Completion certifying that they have taken the Massachusetts State Ethics Commission *Conflict of Interest Law* online training course. The class must be taken every two years. Margie will forward the email she received about this to the Board of Trustees.
3. **Outdoor Furniture:** Rosa has just completed the 30 page ARIS Report, and it required her concentration. As Rosa is still thinking the outdoor furniture situation through, she will report back at the next meeting.
4. **Clearing Around Shed:** This is also “in process” due the necessity of finishing the ARIS Report in a timely manner.
5. **Town Website:** Julia will work on having our agendas on the town website, and Rosa is putting it onto the library website.

New Business:

1. **Library Director:** Before the Trustees can formally hire a permanent Library Director, the following need to be filed: (a) Subprofessional Certificate; (b) Basic Library Techniques (BLT) Certificate; and (c) A copy of the college degree. Rosa notes that she has on-hand, two out of three, and will have all soon.
 - a. Kathie Olsen moved, and Heidi Vanderhoop seconded, that “The Aquinnah Library Board of Trustees moves to hire Rosa Parker as the Permanent Library Director of the Aquinnah Library, contingent upon completion of her file.” It was unanimously passed.
 - b. A contract will be drafted by Margie and sent to the Trustees and to Rosa for input before our next meeting.
 - c. Rosa will draft a job description for discussion.
2. **Access to Filing Cabinet** drawer in Town Hall: Heidi will find out details and report back.

3. Bill Processing: Margie suggested that Rosa date stamp invoices with the date received, and the date sent on to the Town Accountant for payment. Rosa replied that she already does so. Kathie pointed out that ultimately, the process Rosa uses is under her jurisdiction, as long as she can fully keep the Trustees informed of our finances.

Budget: Special Revenue Funds as of June 30, 2021 were: LIG/MEG \$19,968.64; and the Gift Fund \$52,558.78. Rosa reports no new expenses since then. A warrant article appropriated \$5,000 from the Community Preservation Act grant for a new storm door. Records show that Cottle was paid \$418.95 for the storm door; and M&N Partners Painters were paid \$810 for painting of the door and interior trim, presumably from this CPA grant. Margie reported that apparently, at least \$3,198.95 was charged to the CPA Historic Resources Reserve instead of being charged to the warrant article. It is possible that it was for painting the exterior of the building. Margie will find out what the balance in the CPA grant is, and what the \$3,198.95 was for.

Agenda: It was agreed that future Agendas will list the categories “Budget” and “Gifts” as one “Financial Report” agenda item.

Vote: Votes are recorded under their appropriate agenda section, so it was agreed that this not be listed separately.

Next Meeting: Next meeting is scheduled for September 30th, 2021, at 1:30 PM.

Adjournment: Meeting was adjourned at 3:00 PM.

Respectfully submitted,

Kathie Olsen, Trustee

Aquinnah Public Library Trustees Meeting
Minutes – Tuesday, July 27, 2021
AS AMENDED on AUGUST 26, 2021

Meeting Convened: 1:30 PM

Present: Kathie Olsen, Margie Spitz, and Heidi Vanderhoop, Trustees; Rosa Parker, Acting Library Director

Review of Previous Minutes: It was agreed that meetings on April 22, 2021, April 29, 2021, and May 27, 2021 were cancelled for lack of a quorum..

Old Business:

- 1) The bill for painting of the exterior of the main building and the installation of the new doors has been paid in the amount of \$6,075.00 from the Special Revenue Library Gift Fund.
- 2) The work on painting the new door and interior trim has been completed. A bill in the amount of \$675.00 to cover this work has been paid from the CPA grant. It was noted that the ~~bill~~ payment for the bill from Gordon Perry for his work on the door was delayed after submission to the Town.
- 3) Rosa ~~has received~~ is in the process of applying for Permanent Director Verification from the MBLC and is now eligible for the change of status from Acting Library Director to Library Director.
- 4) Outdoor Furniture.
 - a) Replacement of furniture on the deck, in order to make it more comfortable and work friendly, was discussed. Rosa was asked to bring ideas, including costs, to the next Trustees meeting. All agreed that cushions were to be considered with caution due to mice and mold.
 - b). It was moved, seconded, and unanimously agreed to authorize Rosa to purchase a picnic table (with benches and an umbrella hole), including an umbrella and umbrella stand, for a cost not to exceed \$650.00. Funds will come from the Special Revenue Library Gift Fund. The table could be used in an area west of the building near the pond in order to facilitate its use for tutoring and to make it usable for families visiting the play area.
- 5). Little Free Library.
 - a). It was moved, seconded, and unanimously agreed to authorize Rosa to purchase a Little Free Library shed, post and topper, for no more than \$450, to be paid from ~~CIGLIG/MEG-NEG (?)~~ funds. We'll decide on its installation location once it has arrived. It's purpose is to provide free books for people during the hours that the library is closed.

New Business

- (1) Election of new officers took place. It was unanimously voted to approve Margie Spitz, Chair; Heidi Vanderhoop, Vice-Chair; and Kathie Olsen, Secretary.

- (2) We discussed the desire to have agendas for Trustee meetings posted on the library website, and on the town website as well. Rosa will ask Sophia for advice and assistance and report back.
- (3) As this was Kathie's first meeting as a new Trustee, we discussed By-Laws and revenue streams. In order to get up to speed and to fulfill her obligations as a Trustee, Kathie requested a copy of the By-Laws, and regular reports on both revenues and expenses, including what funds each expenditure came from. Rosa has her own set of books where she tracks everything, and will meet with Kathie to review. All agreed that reconciling with the town books was the ideal, but that there were challenges in obtaining regular reports from them.
- (4) Rosa noted that the storage shed needs some care: Brush needs to be cut from around the shed; and rotted trim needs to be replaced. She will follow-up and report back.
- (5) ~~Now that she has met the requirements, it was moved and seconded to appoint Rosa Parker Aquinnah Library Director (removing the "Acting" from her title). Passed unanimously, to cheers.~~
- (6) Rosa called Trustee attention to the large materials expenditure that took place in June. This expense was incurred to purchase books and other materials of particular interest to Aquinnah readers, and to utilize available funds before the end of the fiscal year. There were no objections.
- (7)
- (8) ~~Rosa reported no problems with implementation of the Covid mask requirements. There was only one exception, which was resolved with gentle prodding and reminders for further visits. The patron was advised to discuss the requirements with the town administration if they had concerns. Now that she has met the requirements, it was moved and seconded to appoint Rosa Parker Aquinnah Library Director (removing the "Acting" from her title). Passed unanimously, to cheers.~~
- (9) Rosa reported no problems with implementation of the Covid mask requirements. There was only one exception, which was resolved with gentle prodding and reminders for further visits. The patron was advised to discuss the requirements with the town administration if they had concerns.
- (10)
- (11) Now that she has met the requirements, it was moved and seconded to appoint Rosa Parker Aquinnah Library Director (removing the "Acting" from her title). Passed unanimously, to cheers. NOTE: Trustee Heidi Vanderhoop left the meeting at 2:45 PM, prior to this vote.

Next Meeting: August 24, 2021 at 1:30 PM

Meeting Adjourned: 3:00 PM.

Respectfully submitted,

Kathie Olsen, Trustee / Secretary