

Henry Carter Hull Library Board of Trustees Monthly Meeting

Henry Carter Hull 2nd floor large Conference Room

November 10, 2021 Meeting Minutes

Present: Richie Santanelli, Michael Valenti, Dave Reynolds, Michael Brochu, Dianne Flynn, Christina Acampora, Laurie Santos, Ken McDonnell, Mary Gilbert, Elizabeth Goldstein

Absent: Lynn Hidek, Meredith Adler, Bob Igo

Administrator: Maribeth Breen

Meeting was called to order by Richie Santanelli at 7:01.

- I. Minutes of the October meeting were approved as written
- II. No correspondence.
- III. Treasurer's Report:

Dave Reynolds discussed the HCH Investment Accounts & Meigs Trust worksheet with balances thru 10/31/2021. He is very pleased with the performance of all of our accounts. The latest P&L report was not available for review. Dave will send it out to the board when it is available. Dave and Ken discussed a report from Essex savings bank that detailed the fees charged to the library for the trust funds held by ESSEX Savings Bank. Dave will look into these fees in further detail.
- IV. Director's Report:
 - a. Maribeth thanked Christina for her contributions to the Fund Letter
 - b. Planning to make a big push for donations for Giving Tuesday
 - c. Maribeth reviewed and discussed trends in the annual report
 - d. Lynn Hidek interviewed Veterans for Veterans Day
 - e. In the process of getting books together for a new Book Club Collection
 - f. Continued working on Pledges
 - g. Insurance cost will only increase 2% this year
 - h. The building has been power washed and looks good. Caulking of the windows and sealing is in progress.
 - i. Maribeth thanked the Board for the Employee appreciation event. It was a success and appreciated by the employees.
 - j. A committee has been discussing plans for improvements to the interior of the building: Moving staff room, site lines to make shelves more visible, need for more room for people and books. The committee is planning to meet with Duo Dickinson in a month or two to discuss.

V. Building and Grounds: Covered in Director's report

VI. Old Business: No old business

VII. New Business:

- a. Richie discussed plans for a Holiday Staff party at the Clinton CC on December 10th from 5:30 to 7:30 pm.
- b. It was requested that all board members review the Library By-Laws, mark them up with suggested changes and be ready to discuss at the January meeting. Thought should be given to the Committees: Do we need to add any committees?
- c. Election of officers will not take place this year but will be postponed until 2022.
- d. Michael Valenti discussed the paving of the parking lot. Maribeth mentioned that she has included this item in her submission for capital improvements. She reiterated that the building and grounds are town property.
- e. Michael also discussed the need for a very visible sign for the library
- f. Michael also discussed the possibility of displaying a photo of all of the Board members in the lobby of the library.

VIII. Next meeting: January 12, 2022

IX. The meeting was adjourned at 8:10 pm.