

Minutes for Cambridge Library Board of Trustees

Meeting December 6, 2022 Held at 4:00 in Library

Attendees: Christina Becker, Sue Sawyer, Bob Odess, Ken Gottry, Gerry Preece, Monica Ravreby, Becca Flynn, Mary Laedlein

Minutes from October had one correction. Under "Library Visits" - *Mary and Gerry drove fellow trustees to libraries for visits.* Motion to accept by KG, seconded by GP.

Treasurer report: SS made a motion to accept, ML seconded.

Discussion of Christmas bonuses to present to staff:

Bonuses are to be the same as last year.

Director \$250 Assistant \$150

Senior Staff/Volunteers \$100 each

Student Staff \$50 each

Any additions will be at the discretion of Christina.

Old Business/Updates

Cleaner: A new vacuum cleaner was ordered and received. Cost was \$216.70, saving \$50 over estimated cost.

Pop Up Lunches: The next lunch is scheduled for December 8th at noon.

Friends Open House/Ken Presentation: Thirteen were in attendance for this event, and CB thanks all who assisted.

MadScience Oct. 28th: There were 23 children in attendance for the Halloween Spooktacular that was well received. The owner of the company is beginning a new Science Chef venture. CB is looking forward to working with her again.

Take & Make/Farm 2 Library/Story Hour: All three programs continue to run smoothly and are popular. Mitten Tree: Bella created a beautiful tree in the window and added hooks to hold donated gloves and mittens for community members to take if needed. So far 11 pairs of gloves/mittens have been taken.

Window Lighting: Mollie Bell and the Story Hour kids are working with Bella to decorate the library windows for lighting on Dec. 16th. Jan Brett's book, The Mitten is the inspiration. Children will be making tissue paper collage mittens and snowflakes. The community will be invited for a special reading of The Mitten on the 16th with cookies and cocoa.

New Business

Copy/FAX/Scan Machine: CB met with Greg Hoffis in November to discuss leasing a new copy machine that would combine copying, scanning and FAX needs into one. There was discussion about FAXing from a computer, and BO will investigate that. Concerns are the current copier is of poor quality and is simply unreliable. Although expensive, a new contract (lease agreement) includes all parts, service, and maintenance. The library has had, in the past, the only FAX in the village, but it hasn't been functional for a while. Further discussion will follow with more information.

Building Committee: An invoice of \$3101.58 (Oct. 15-Nov.14) was submitted. KG moved to pay this, and BF seconded, motion passed. BO will make out the check. We will meet with Paul on December 16 at 9AM to further discuss the next steps and continue with design ideas.

Cyber Liability Insurance: SALS and MVLS are offering a webinar on 12/8 at 6PM on Cyber Liability Insurance. It is recommended that all libraries look into acquiring this since cyber attacks are becoming more prevalent.

Patron Concern: There have been some issues with a patron of the library. She has been making the younger staff uncomfortable with her questions and behavior. CB suggested discussing this issue with the patron in private. ML suggested to not meet alone, and that she would be available to attend any meeting.

Grant Option: Sarah Ashton is working with Carmen Bogle on a grant option for \$1.5M. A letter of intent would be sent by the end of January. This library would be included in this grant.

Staffing: There have been staff shortages over the last two months due to illness. CB expressed gratitude to the staff for flexibility in filling in when needed. While there hasn't been a closure for illness, the possibility exists as the flu season continues. In another vein, Bella will be going to Illinois in the spring, and will only be here until May or June.

Next Meeting scheduled for January 17 at 4:00 PM

Motion to Adjourn BF, seconded by MR. Motion carried.

Respectfully Submitted,

Mary Laedlein