**Minutes for Cambridge Library Board of Trustees**

Meeting January 17, 2023 Held at 4:00 in Library

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

**Minutes and Treasurer’s Report:** Motion to accept KG, seconded by MR

**Old and New Business**

**Electricity Issues:** A new splitter switch for Staff Network was sent from SALS ad will hopefully resolve connectivity issues.

**NARCAN Emergency Box:** This will be installed. Staff is not required to administer but are required to notify AHI when more supplies are needed. A question was raised about having a defibrillator installed. CB will reach out to Erica at SALS.

**County Code Enforcement**: CCE came on 1/11 and found that the fire monitoring control box needs fixing. Simplex has been contacted and they will service it. CB will get a purchase order.

**FAX Machine**: CB found a FAX machine for $175. Greg Hoffis is working on a quote. After discussion, GP made a motion to increase a charge for use of the machine from $0.20 to $0.25 per copy, beginning 2/1/23. KG seconded, and motion carried.

**Trustee Handbook Book Club**: Emails of upcoming workshops will be forwarded from SALS to trustees by CB.

**Annual Report and Proposed Budget will be forthcoming.**

**Appropriation Amount**: Discussion included whether to raise the amount from $60,000 to $65,000 or not***.*** Considerations include increases in expenses and the needs of the library.  ***(At the end of this meeting it was set to rest at the $60,000. At a later date the trustees unanimously supported Christina Becker in raising the appropriation amount to $65,000. This was confirmed through email.)***

**Movie License Renewal**: Considering the indoor and outdoor movie rates, the expense would be $380/year. A motion was made by SS to accept this expenditure, seconded by KG, and accepted.

**Donations:** A large donation from Roberta Alexander ($2,000), a donation from Cambridge Wealth Management ($250), and a donation from Elizabeth Elland ($100) were received. Other donations included the Palinski-O’Brien family, Naomi Marsh, and Jeff Goldstone. Thank you cards were sent. There was a question about Phantom Lab who have sent a donation in the past. BO will meet with Hannah Stevens about her donation.

**JA Agreement must be signed.**

**Programming**: Summer Reading planning and Regular Program planning has begun. CB will be speaking with the Science Chef for scheduling. Program pricing will be $195 or $295 depending. Bentley Seed Company has been helpful in providing seeds for planting projects. Sarah Becker has shown interest in helping with the Community Forest program.

Pop Up Lunches: Scheduled for 2/16, 5/11, 8/10, and 11/09 at noon.

Mahjong continues Tuesdays and Thursdays.

Knitters and Quilters are Tuesdays and Wednesdays.

Story Hour every Tuesday at 10 am

**Pending**: Financial Wellness Workshops, Alzheimer Awareness Workshops, and a Couple Author Visits

**BUILDING PROJECT**

A new invoice for $6,387.58, to cover work from Nov. 15, 2022 – Jan. 11. 2023 has been received from Paul Mays. This is to cover 80% of the current design, with a balance remaining of $3,360.

A positive meeting with Paul and Megan took place on January 6. The discussion centered around the “Quiet Reading Room” that will be an addition to the south of the existing building. The room will accommodate 12-15 people and would be where periodicals would be housed. There would be electricity and internet. Cost would be approximately $210,000 - $250,000 (including furnishings). The target date would be 2024. Possibly 60-75% could be fundable. Grants, including DLD, will be submitted in a timely fashion, as required (DLD due in August).

A proposal was made by ML to move forward with the cost and construction of the Quiet Reading Room; in addition Wiley Survey would be contacted to survey the property (an estimate of $3,000) and work with Mays. BF seconded, and the motion passed.

Further discussion included Megan’s help in visualizing the interior and exterior of the addition.

GP will let Paul Mays know about our motion to move forward, and KG will contact Wiley about the survey.

**Next meeting: February 28 at 4:00pm**

Motion to adjourn SS, seconded by GP.