

Board of Trustees of the Charlton Public Library
January 20, 2021, 6:30 P.M.
Meeting Minutes

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FEB 22 2022
CHARLTON MASS

Present: Robert Hartwig, Cheryl Meskus, Frances Mower, Fiona Ryder, Stefan Sage, Karen Wall, Director

Chairman Sage opened the meeting at 6:35 P.M.

Minutes of the December 16 meeting: F. Ryder moved approval, second F. Mower, unanimous

The next meeting was set for February 17 at 6:30 P.M.

Meeting room use policy: no changes proposed. Dexter Hall may be unavailable for a time while ceiling repairs are performed.

Cultural Council grant application deadline will be in October.

Trustee evaluation: Trustees discussed various possible formats for self-evaluation. S. Sage will distribute the self-evaluation grid for study. There was general agreement that the self-evaluations have some value, but that the previous format needs to be updated in some categories. Trustees also agreed that evaluation of the new Director would be more meaningful after she has completed the one year probationary period.

May elections: there will be three open seats, 2 for regular 3 year terms now held by trustees Evans and Hartwig, and 1 to complete the remaining 1 year on the seat vacated by Kathleen Therrien when she moved out-of-state and now held by trustee Meskus.

Trustees reviewed the calendar for the upcoming year. K. Wall will do the Director's ATM (Annual Town Meeting) report and R. Hartwig will do the Trustees' report. Drafts of both reports will be available for review at the February trustees meeting. The November 2022 meeting will review the FY 2024 budget and the December meeting will include a vote to approve the final budget submission. Any warrant items for the May, 2022 ATM will be due in March. Director Wall will check on the date for submission of the ARIS report.

Directors' reports: K. Wall reviewed a meeting she held with staff. Physical separation between the Children's Library and the main floor was one item discussed in depth. She also reviewed maintenance issues, noting that roof and ceiling repairs will be covered by insurance. Gutter issues on the rear addition are causing serious problems with leakage into the large windows at the back of the main floor. The Director and trustees will raise this issue when they meet with the Finance Committee on February 16 and propose submitting repair or replacement of the gutters as a capital item at the ATM.

The reports once again noted strong circulation numbers and no serious budget issues.

C. Meskus moved to adjourn at 7:55 P.M., seconded by F. Mower. Unanimous.

Respectfully submitted,
R. Hartwig, Secretary.

Stefan Sage Accepted 2/12/22
Robert D. Hartwig