

Board of Trustees of the Charlton Public Library
December 16, 2021 6:30 P.M.
Meeting Minutes



Present: Jordan Evans, 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 November 18 meeting: C. Meskus moved approval with date correction, second F. Ryder, unanimous. The next meeting was set for January 20 at 6:30 P.M.

Covid-19: 2 staff members were exposed, but may continue working at the library following a negative test. An additional staff member has tested positive and will be isolating at home for the required 8 days or may return on day 7 if tested negative.

FY 23 budget proposal: the Director reviewed the proposed budget with emphasis on repair and maintenance items, elevator inspection, and uncontrollable fixed expenses such as maintenance contracts. F. Mower moved to accept the proposal, seconded by C. Meskus, unanimous.

Roof repairs: Mr. Gaudette's inspection found cracked tiles, and improperly installed ridge caps. The Director has discussed financing for required repairs with the Town Administrator. The Finance Committee emergency fund was one possibility, but he suggested discussing the problem with our insurance company. It appears that these repairs will be covered as a weather related event. Mr Gaudette will perform emergency repairs and the insurer will send out a slate expert to assess the problem. A plumber will be called to evaluate HVAC problems that may be causing the water damage to the ceiling of Dexter Hall. Gutters and downspouts are also in need of expensive repairs. R. Hartwig moved to authorize the Director to submit a capital request for gutter and downspout repairs, seconded by F. Mower, unanimous.

Three estimates have been received to repair failed joints at the front entrance to the library and joints in the walkways. The estimates varied widely. Based on price and the quality of the assessment, Nikopoulos & Sons appears to be the likely choice.

The library has received Cultural Council funding for a program in March and will be considering programs to submit for the next grant application cycle. In addition to matters mentioned above, the Director's reports showed outstanding circulation figures and no serious budget issues at this point in the fiscal year.

C. Meskus moved to adjourn at 7:40 P.M., seconded by F. Mower. Unanimous.

Respectfully submitted,
R. Hartwig, Secretary.

Accepted Jan 20, 2022

A handwritten signature in blue ink, appearing to read "R. Hartwig".