

Cobleigh Public Library Trustees' Meeting Minutes

Date: 3/26/25

Meeting called to order at 5:35 pm

Attending:

Bryn Hoffman, Hilary Adams, Sylvia Dodge, Paula Pearce, Jessica Simpson, Mary Thomas

Minutes:

Hilary motioned to approve minutes of the January meeting, and Paula seconded the motion. Motion passed.

Treasurer's Report – presented by Paula Pearce

Due to market fluctuations, endowment accounts have lost \$15,000 in value since last meeting. It is still better than this time last year. Budget ended 2024 with a \$10,000 deficit, however it has been discovered that a medical insurance bill that was paid in January was for costs incurred in December, which had an adverse effect on the year-end deficit. Order sheets were circulated. Paula has typically signed these in the past, but due to changes in personnel in the town office, this has not been happening with the same regularity as in the past. It was also noted that extra items are routinely added to these sheets that are not listed on the order sheets produced by the town. Each trustee was asked to sign the current order sheets.

Librarian's Report – presented by Bryn Hoffman

One part-time employee has been on leave for medical issues. A full-time employee has resigned. His last day is May 3. Another full-time employee will be retiring soon. Institute of Museum and Library Services (IMLS) has been ordered to close in March by executive order. Cobleigh Library receives approximately \$600 in funds from this agency, which will not be coming in 2025.

Friends' Report – presented by Bryn

The Friends President has resigned. A fund-raising event (plant sale) is planned for May.

Old Business

Elevator is now working. The contract with Otis ends at the end of March, 2025. Bryn is seeking quotes from three companies for future elevator maintenance and repair. Bryn recommends going with Alpha beginning on April 1. Pursuant to questions raised about restrictions on endowment funds, Bryn has researched those and finds that there are no significant issues or restrictions. Bryn will put those documents on a google drive for easy retrieval before they leave.

New Business

Executive Session. Hilary motioned to go into Executive Session at 6:02 to

Library Minutes, 3/26/25 (cont.)

New Business (cont.)

discuss the candidate for Library Director. Jess seconded the motion and it was approved. Mary motioned to offer the position to the candidate recommended by the Hiring Committee. Hilary seconded the motion and it was unanimously approved.

2025 Budget Update. Mary made a motion to pull \$15,000 from the Copeland Fund to cover the 2024 budget deficit. Jess seconded the motion and all approved.

Bryn's last day is Wednesday, April 30, but Bryn will continue to run the administration of the library remotely and to fill in for the occasional shift through the transition to the new director (who would come on board in summer), and Bryn requests reimbursement on a per diem basis for their time. Bryn cannot be present during May but requested that the library cover their medical insurance for that month. Jess indicated that the library could cover that expense. Bryn will send the off-boarding package via e-mail to all board members.

Next Meeting and Adjournment

Wednesday, April 23, 2025, at 5:30 pm

Sylvia motioned to adjourn at 7:20 pm, Paula seconded. Motion passed.

Respectfully submitted,
Mary Thomas