

**Minutes for Ainsworth Public Library Trustee's Meeting**  
**Williamstown Public Safety Building**  
**Friday, April 9<sup>th</sup>, 2021**  
(Official)

**Time:** 10:02 AM

**Call to Order:** Helen Duke called meeting to order.

**Attendance:**

Helen Duke – Trustee Chair  
Tammy Griggs – Trustee Secretary  
Sarah Snow – Librarian  
Carol Corneille  
Jill Plastridge  
Karla Perkins

**Public Comments:** No public present.

**Friends Report:** None

**Chairperson Report:** Helen Duke reminded everyone to be here on time; to respect and listen to one another and raising of hands are appropriate when you want to speak. These things will help everyone to stick to agenda. Nothing else to report.

Motion made by Carol Corneille to accept the Chairperson's Report.

Seconded by Tammy Griggs.

Passed.

**Secretaries Report:** Made two corrections to March 12<sup>th</sup>'s minutes.

1. Under Librarian report it was stated that Sarah received an email about the new order to follow for future discussion with the town. Correction: Helen Duke had received a phone call from Rodney Graham Chair of Select Board on the order we are to follow for future discussion with the town.
2. Made correction to sign up for Trustees Committee.
  - Annual Appeal – Carol & Helen
  - Yearlong Fundraising – Karla & Jill

Motion made by Karla Perkins to accept Secretaries Report.

Seconded by Jill Plastridge.

Passed.

**Treasurer's Report:** Sarah Snow clarified discrepancy in checking account balance and discussed monies still owed to the library. We still don't know what the town reimbursement was for. We still need to clarify where the library reserve fund went with select board.

There was a typo on grants given under Checks and Debits account:

- Maple leaf building said \$14,500.00 the correct amount is \$1,450.00.

Motion made by Carol Corneille to accept the Treasure's Report.

Second by Jill Plastridge.

Passed.

**Librarians Report:** Sarah Snow spoke about phase two of re-opening of the library. It has gone really well, and everything was in place.

- She informed the Trustees upstairs are boxes for the physical years of minutes, financial reports, and ledgers that can be gone through. She thanked Ann Haggerty for such a great job with record keeping.
- Department of libraries said you need to go 5 years back on scanning records. Sarah made a suggestion to scan all of it.
- Helen Duke discussed May's flowerpots for Mother's Day. Helen asked if anyone could donate materials? All materials needed by third week of April.
  - Tammy Griggs will donate 25 flowerpots.
  - Karla has a block of Styrofoam.

Motion made by Tammy Griggs to accept Librarians Report.

Seconded by Carol Corneille.

Passed.

**Old Business:** Department of Libraries Meeting (April 6<sup>th</sup> at 6:30), Parking, and Phases for Reopening: Phase 2: Starting to have appointments.

Helen Duke said all we are to discuss today is the date and time of the special meeting.

- Sarah Snow shared that Lara recommended that the Trustees invite her to have an open meeting with just her to better understand our options.
- Trustee board had discussion and decided to have an executive session meeting first. Then invite Lara to meet with us.
- Executive Session Meeting will be Thursday, April 22<sup>nd</sup>, at 12:30 PM.
- We will discuss Phase 3 re-opening of library at the May meeting.

Motion made by Carol Corneille to accept Old Business.

Seconded by Jill Plastridge.

Passed.

**New Business:** Policy for clerks and cleaner re: holidays and closures.

Chair wanted to discuss changing the policy of paying clerks holiday pay back to original employee agreement pre-COVID. Trustee board had discussion and referred to employee agreement signed by clerks. Trustee's decided clerks will no longer get holiday pay, effective immediately.

Motion made by Carol Corneille to accept New Business.  
Seconded by Jill Plastridge.  
Passed.

EXECUTIVE SESSION IF NEEDED – 1 V.S.A. § 313

Next Meeting May14<sup>th</sup> at 10:00 AM

**Adjournment:**

Motion made by Tammy Griggs to adjourn.  
Seconded by Carol Corneille.  
Passed.

**Time:** 11:07 PM

**Minutes submitted by:** Tammy Griggs, Trustee Secretary