

Minutes for Ainsworth Public Library Trustee's Meeting  
Williamstown Public Safety Building  
September 10, 2021  
10:00 AM

**Time:** 10:08 AM

**Call to Order:** Chairperson, Helen Duke called the meeting to order

**Attendance:**

Sarah Snow  
Helen Duke  
Carol Corneille  
Jill Plastridge

**Public Comments:** None

**Friends' Report:** Eileen Corrivea presented a Memorandum of Understanding, stating what the Friends owed the library for the children's book shelves. To be signed by Eileen and Sarah.

**Chairperson Report:** Helen reported that after reading Policies and Procedures that the Chairperson can always vote if under twelve trustees are in attendance. She looked up responsibilities of trustees. We are lacking in our duties. These will be discussed at next meeting. She also noted we can't change the date of our scheduled meeting unless there is an emergency.

**Secretary's Report:** Carol made motion for minutes of August 13<sup>th</sup> meeting be accepted and Jill seconded them with the correction that Jill was not in attendance. The motion was passed. Carol made motion to accept minutes of August 18<sup>th</sup> and Jill seconded them with change in date from AM to PM and change in Policy Manual to Employment Manual. Motion was passed. There were no minutes for September 2<sup>nd</sup> meeting.

**Treasurer's Report:** Sarah still feels some of our bills are not being paid on time because warrants are only signed once a month. The motion was made by Helen this should be brought to the Selectboard attention. Carols seconded it. The motion was passed. A motion was made by Jill that Carol should go to the Town Treasurer to get an explanation on why the Reserve Fund of \$6,661.14 was not reported in Town of Williamstown General Ledger. Motion was seconded by Helen. Motion was passed. Jill made a motion that investments of Williamstown Library stored at the Town Hall will be moved into the Williamstown Library own safety deposit box. Motion seconded by Carol. The motion was passed. Treasurer's Report was accepted as written by Jill seconded by Carol. Motion was passed.

**Librarian Report:** Sarah stated she could not accept a one dollar raise voted on September 2<sup>nd</sup> and asked the question if it was in addition to the October raise. This will be discussed again at next meeting. A motion was made by Jill for Helen to go to the Town Treasurer to establish a dollar raise that was voted on last year but not implemented and to inquire about dental insurance for employees. Motion was seconded by Carol. Motion was passed. Carol made a motion to accept Librarian's report and Jill seconded. The motion was passed.

**Old Business:** Trunk or Treat is to be held October 30<sup>th</sup> from 3:00 -5:00 PM. More publicity is needed. Jill said she will work on it. Carol will contact Tammy on the contract made with the Selectboard and find out if it was signed by both parties. A motion was made by Carol that the Selectboard will be attended by Helen to bring up: not being listed in the Town Newsletter, not being included in Town planning for town events, the electric bill being late, and updated employee vacation policy (not in the current employee manual).

**New Business:** School Open House on September 29<sup>th</sup>. Jill will sell Blue Devil placards (from pre-Covid fundraiser). Carol made a motion the school could visit the library and Jill seconded it. Motion was passed. The monthly give away did not happen. Helen and Jill will work on project in three weeks.

**Building and Grounds Update:** Stephen Ford will be grinding stumps and trimming the crab apple tree after Labor Day.

**Fundraising Committee:** Tabled

Carol suggested that Committee Report be a line item on the agenda so no reports will be delayed.

**Next meeting:** Friday, October 8, 2021 @ 10:00 AM

Adjourn meeting motion was made by Jill and seconded by Carol. Motion passed

Adjournment was at 12:30 PM.

Respectfully submitted,  
Carol Corneille