

Trustee Meeting January 19, 2022
Minutes

1. Call to Order:

Trustee Chair Gregory Guimond called the meeting to order at 6:03 p.m. In attendance, Gregory Guimond (Chair), Wallace Coyle, Dylan White, Dana Forsythe, Gregory Caille and Cyndee Marcoux (Library Director). Not in attendance and Michelle Noonan (Vice-Chair).

2. Approval of Minutes of November 17, 2021, Meeting:

Mr. Coyle made a motion to approve the minutes of the November 17, 2021, meeting. Ms. White seconded the motion; a roll call vote was taken all were in favor.

3. Director's Report:

Building questions: Mr. Guimond asked if there had been any roof leaks. The Director informed him that there had been roof leaks in the usual locations. Mr. Caille volunteered to facilitate a meeting with the Facilities Director, Fred Russell to discuss the possibility of making the new roof a capital project.

4. Announcements and Correspondence:

None.

5. Policy Review:

a. Internet Acceptable Use Policy

- i. Mr. Caille made a motion to accept the Internet Acceptable Use Policy, Mr. Coyle seconded the motion; a roll call vote was taken all were in favor.

b. Emergency Exit Plan

- i. Several revisions to the policy were suggested. 1. Instead of "Reference Librarian" use "Library staff." 2. Instead of "need to vacate the building" use "need to evacuate the building." The trustees recommended having the Town Administrator involved in addition to the Police and Fire Departments. Once a policy is in place there should be a training session with the entire staff.

6. Discussion on possible painting of the building:

Mr. Forsythe was asked to give an update on his proposal to paint the exterior of the building and the cement columns. Mr. Forsythe informed the board that he was working on getting grants to fund this project. Mr. Guimond spoke to the Town Administrator, and he wants actual mockups of the proposed painting to be done. Mr. Forsythe indicated that this is difficult to get because he would have to pay the artist for the mockup and then again to paint the building. A

discussion of the project resulted in a suggestion to speak to the Town Administrator. It was recommended to keep the proposal simple; explain how this project will impact the Town, where is the funding coming from and have mockups to present. The Town Administrator is ultimately responsible for all Town buildings. Therefore, he wants to view all projects before they happen. Mr. Caille suggested that Mr. Forsythe meet with the Board of Selectmen during their new drop-in hours. Mr. Caille would be happy to join Mr. Forsythe if he decides to speak with the Board of Selectmen.

FY2023 Budget Update:

The current FY2023 budget is sufficient to meet the MAR for State Aid.

7. **Set date for next February 16, 2022 at 6 p.m.**
8. **Adjourn:** Ms. White made a motion to adjourn at 6:45 p.m. Mr. Coyle seconded; a roll call vote was taken all were in favor.