

**Bancroft Public Library**  
**Board of Trustees – Minutes of the January 11, 2022 Annual and Regular Meeting**

Present were Ed Donoghue, Kim Erbe, Alesa Wilson, Rachael Armstrong, and Rebecca Brown. Also present were Library Director Lori Stokem, and Town Council member Evera Sue Clary.

**Annual Meeting**

The Annual Meeting was opened and the election of officers proceeded as follows: Kim Erbe made a motion, Alesa Wilson seconded, to nominate Ed Donoghue for President. All were in favor and the motion was carried.

Rebecca Brown made a motion, Rachael Armstrong seconded, to nominate Kim Erbe for Vice President. All were in favor and the motion was carried.

Kim Erbe made a motion, Alesa Wilson seconded, to nominate Rebecca Brown for Secretary and Financial Officer. All were in favor and the motion was carried.

Kim Erbe made a motion, Rebecca Brown seconded, to appoint Kathy Chambers as Treasurer. All were in favor and the motion was carried.

Trustees Kim Erbe and Rebecca Brown were appointed as representatives to the Salem Town Council and Bancroft Trust Board on motion by Alesa Wilson, second by Rachael Armstrong. All were in favor and the motion was carried.

Meetings of the Board for the 2022 Budget Year will be held on the second Tuesday of each month.

The Eagle was designated the official newspaper for Bancroft Public Library on motion by Alesa Wilson, second by Rachael Armstrong. All were in favor and the motion was carried.

The Annual Meeting was closed and the Regular Meeting opened.

**Regular Meeting**

Alesa Wilson made a motion, Rachael Armstrong seconded, to approve the December 7, 2021 meeting minutes as revised. All were in favor and the motion was carried.

**Public Comment:** None.

**Correspondence:** None.

**Finance Officer's Report:** Vouchers from the Library Fund Nos. 1 through 8 and totaling \$57512.08 were audited and ordered paid. Alesa Wilson made a motion, Rachael Armstrong seconded, to accept the Financial Statements as presented. All were in favor and the motion was carried.

As discussed at the December meeting, Rebecca Brown made a motion, Alesa Wilson seconded, to adopt Resolution No. 1 of 2022 amending the adopted budget to correct an oversight in the line for staff wages (L7410.11) by increasing the amount from \$3500 to \$7000 and increasing the appropriated fund balance from \$2356 to \$5856. All were in favor and Resolution No. 1 of 2022 was adopted.

**Library Director's Report:** See attached.

**Committee Reports:** None.

**Old Business:** Regarding the 2019/2020 State Aid for Library Construction Grant (ADA Compliance), work is nearly complete. Remaining on the checklist are installation of doors, final electrical connections, waxing the new floor, and a CO from Washington County Code Enforcement.

Regarding the 2020/21 State Aid for Library Construction Grant (Window replacement), Kim Erbe made a motion, Rachael Armstrong seconded, to approve the RFP presented and to advertise the same in The Eagle by the end of January/beginning of February. The bids will be opened at the March 8, 2022 meeting. The RFP along with the specifications will also be posted on the Bancroft Library website.

**New Business:** The Library Operation Policy with regard to fines was reviewed. After discussion, Kim Erbe made a motion, Rachael Armstrong seconded, to continue collecting fines and to approve an amnesty week to be scheduled by the Directors.

Rachael Armstrong made a motion, Kim Erbe seconded, to go into Executive Session for the purpose of the annual Director evaluation.

On their return from Executive Session, the Board shared their sincere approbation with Director Stokem, who has gone above and beyond expectations under difficult circumstances.

Before adjourning, Friends President Meghan Adams and Treasurer Wendy Hunter-Hayward came in to share that the attendees at their meeting had voted to give \$19000 to Bancroft Library toward the cost of the ADA Compliance construction project.

The next regular meeting was set for Tuesday, February 8, 2022 at 6:30 PM.