

BLODGETT MEMORIAL LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING – March 9, 2022  
Zoom/In person

Trustees Present

- James Miccio
- Janice Ballard
- Anthony Ruggiero
- Vincent Sullivan
- Beth Allee
- Joan Gambeski
- Sarah Smith
- Carole LaColla

Staff Present

- Julie Spann, Director
- Joanna Aquafredda, Office Manager

Other Guests

I) President James Miccio called the meeting to order at 6:39 p.m.

II) Approval of February 2022 Minutes

- The Minutes were reviewed.
- A motion to approve the January minutes was made by Carole, seconded by Vincent and unanimously approved.

III) President's Report

- This is the last hybrid meeting. Starting next month, it will all be in person.
- Beth will probably miss the April meeting.

IV) Financial Report

- The March warrant was presented in the amount of \$13,751.44.
  - ◆ \$3,000 on the credit card was a larger bill than usual because we had to order the memorial bench on the credit card. The donor did give us the money to offset the cost.
  - ◆ The EZ Flow charge was questioned. This is for cold fogging and sanitizing. This is completed once a month and we will continue with it going forward.
  - ◆ A motion to approve all financial reports was made by Vincent, seconded by Carole and unanimously approved.

V) Director's Report

- Old Business
  - ◆ Maintenance Helper Hired (Dwayne)- Dwayne is doing a wonderful job and getting a lot of work completed.
  - ◆ Library Clerk- We are still going to hold off on hiring a librarian or sr. Clerk based on our outcome from the Turning Outward program. We do however still need an additional person who can work the desk. We are looking to hire a part time clerk. If someone calls out this leaves one person in the library sometimes by themselves.
- Policy Handbook
  - ◆ Joanna will email completed version.
- Ongoing Programs
  - ◆ Easter egg hunt filled up and sold out within five minutes. 500 spots filled.
  - ◆ Nicole is doing story times

- ◆ The adult programs have been some of our most highly attended programs. Young adults are meager and the kid's programs are doing great.
- ◆ Hoping next month, we can continue with providing statistics to the board.
- New Business
  - ◆ EAP- Employee Assistance Program. Is being offered through our health insurance for \$2000 a year for 15 employees.
    - (I) The board would like additional information on it and whether a year is calendar year? What H.R. programs can they help with such as training? Is there an introduction class that the staff can take to familiarize themselves with the program?
  - ◆ Roof- Julie received a quote from our roofing company stating that we need to put in safety rails and a ladder in the access hatch in order for his employees to be OSHA compliant.
    - (I) It was suggested by the board that in order to be OSHA compliant that falls on the responsibility of the employer not the library. We should seal up the access to the hatch and the roofing company has to use their equipment to access the roof. Anything that needs to be done to ensure the roofing employees safety will need to be done by the company not the library.
    - (II) Julie will reach out to EZ Flow about sealing the hatch up and periodically cleaning the roof.
    - (III) Julie will also contact EZ Flow regarding painting or wrapping the eaves, outdoor painting, trim, and windows.
  - ◆ Elevator- It was discussed if we should get an elevator, lift, or look at a new space. The topic will be tabled until next meeting so most board members can prepare for a discussion. In the meantime, Joanna will look into getting an elevator company in to review our space and determine where the best space for an elevator or lift could be.
  - ◆ Mobile Life/ Johnson Controls- Jim will reach out to mobile life to determine if we had a contract with them regarding AED devices. Also Jim will train Dwayne to inspect the fire extinguishers going forward.

VI) Other:

VII) Committee Reports

VIII) Finance/Personnel/Election: Janice, Anthony & Carole - nothing to report

IX) Buildings & Grounds/Long range: Janice, Anthony, & Sarah - nothing to report

X) Liaison to Friends & Community (PR): Vincent, Beth, Joan - nothing to report

XI) No public input.

XII) Adjournment -

A motion to adjourn the meeting at 7:52pm was made by Janice, seconded by Beth and unanimously approved.