

Isaac C. Griswold Library Board Meeting
May 11, 2021 at 6:30PM

PRESENT: Patti Abbott, Marsha Ross, Sally Stevens, Karen Paddock, Ann Keys, Annette Parrott, Stephanie LaChapelle and Karen Gordon

Erica Freudenberger of SALS was present via Zoom to discuss the steps needed to create the Long Range Plan. She stated that the Plan should be community based and is a requirement to maintain the Library's charter. The following steps should be followed to create the Long Range Plan:

- 1) Form a Planning Committee with the Library Director, staff and Board, community members. The Plan will be a six to eight month process.
- 2) Landscape review using internal and external data such as:
 - Demographics
 - Library Statistics
 - Other Groups focus
 - Municipal Comprehensive Plan
- 3) Assemble a Community Resource Plan
 - External Data - Village's Comprehensive Plan
 - American Community Survey
 - National Center for Education Districts
 - Internal Data - Library Annual Report
- 4) Compile Data

MINUTES: Motion made by Marsha Ross, seconded by Ann Keys to approve the minutes of the April 13, 2021 meeting, all voting in favor.

TREASURER'S REPORT: The Treasurer's Report with a balance of \$7,652.42 as of May 11, 2021 was reviewed. Motion made by Sally Stevens, seconded by Ann Keys to accept the Treasurer's Report, all voting in favor.

BILLS: The bills were reviewed. Motion made by Annette Parrott, seconded by Marsha Ross to approve payment of the bills, all voting in favor.

Karen Paddock will write a job description for a new Library Director for the Board to review at the next meeting.

DIRECTOR'S REPORT: The Fund Letter was reviewed and approved to be mailed. The new table has been placed in the Reading Room and a thank you sent to Mary McGrath for the donation. Memorial donations in memory of May Wescott have been received.

It was discussed that the whole Library Board would be part of the committee for the Long Range Plan. The Library Board meetings will be held on the second Tuesday of each month at 6:00PM and the Long Range Plan Committee meetings will follow at 6:30PM.

Motion made by Karen Paddock, seconded by Sally Stevens to adjourn the meeting at 7:51PM, all voting in favor.

The next meeting will be held on June 8, 2021 at 6:00PM.