

**Black Watch Memorial Library  
Board of Trustees  
Oct. 24, 2024**

• **Call to Order/Roll Call/Adoption of Agenda:**

- The meeting was called to order at 11:00 am
- Members Present: Steve Boyce, Susan Gravelle, Jill Cunningham, Cheryl O'Connor, Linda Cunningham
- Others Present: Heather Johns, Library Manager;
- A motion to adopt the Agenda was made by Jill, seconded by Susan; all were in favor

**B. Review of Minutes:** Cheryl moved that the minutes be accepted; Jill seconded; all were in favor.

**C. Public Comment Period:** None

**D. Treasurer's Report :** See the attached report.

**E. Report of Director:**

- Heather presented requirements for Trustee Education and forms to record training sessions.
- A work order has been submitted to deal with the heating system. There have been problems for two weeks; a new part has been ordered
- The basement still has not been cleaned as required by the Insurance settlement. Heather has a quote from North Country Janitorial to sanitize the area. A motion was made by Jill; seconded by Cheryl to get a quote from another service before making a decision. All were in favor.
- We have a cleaner who will be cleaning the library twice a week starting Nov. first.
- Heather presented possibilities for replacing two chairs. Jill will get information to Heather about someone who can apply UV screens on the windows to protect the chairs from sunlight.
- There are several Children's programs upcoming but there is a need to advertise better. We may be able to get flyers out to parent through the school or child-care center, or by posting on the parent information website.
- We have seen an increase in patrons with behavior issues due to alcohol, addiction, and mental health problems. Heather will investigate training programs for the staff in how to deal with and defuse such situations.

**F. Board Reports:**

**1. Committee Reports:**

**2. Old Business:**

- The Town may be interested in moving the building at 6 Carnegie Place to the skating rink as a warming hut.
- Steve has been contacted by the Town's Insurance people and will discuss our needs with them.

**3. New Business:** none

**G. Report of the Town:** None

**H. Report of the Friends:** None

**I. Public Comment Period:** None

**J. Next Meeting Date:** Nov. 14 at 11:00am

**K. Adjournment:** Meeting adjourned at 11:56