

Attending: Pat Adams, Connie Haberkern, Kelly Unsworth, Rob Michaud, and Yvonne Cosgrove

- Minutes from January 11, 2023 trustwere approved as written.
- Action Items- Trustees and Kelly attended Finance Committee meeting. Trustees submitted Director's annual evaluation.
- Director's Report-
  - Kelly attended several meetings and watched Webinars, including one on marketing and developing policy for meeting rooms.
  - Staff completing Ethics Training online.
  - Friends of the library have a Genealogy program in March, a Book Sale in May, and a tiny art auction before the sale.
  - Kelly was approached about having a 'Festival of Trees,' which is only preliminary at this point. She was also approached by the National Honor Society at the High School, which would be using our library as a collection site. Kelly discussed this with the trustees and suggested limiting the types of items that would be donated. **Action Item:** Kelly will consult with Groveland and West Newbury libraries regarding if they are involved in this as well. Trustees agreed that this would be beneficial and could occur in March.
  - Trustees discussed 'crosswalk.' **Action Item:** Ask the state for permission to paint the crosswalk.
  - Kelly is looking into installing an AV system and replacing the heat/AC in the Meeting Room. She is collecting quotes.
  - Tuesday the Capital Planning Committeee meeting is on Tuesday, February 28 at 7 p.m. Kelly as requested \$30,000 for outside painting and wood trim repair.
  - Donna is interested in extra hours for working on the new website, and Kelly would like to go with PiperWebs due to their lower cost than other companies. Trustees agreed that this would be an appropriate company to go with.
  - Kelly would like to review Meeting Room Policy, specifically that a Merrimac resident must request reserving use of the Meeting Room. Trustees agreed that this would be an appropriate change. Kelly is looking at other items that may need to be changed. **Action Item:** Kelly will work on listing other changes that would be beneficial.
- Annual Report- Kelly will ask Jen to, again, help her with the Annual Report due in March.
- Kelly is compiling information for the Long Range Plan.
- Warrants and Payroll signed.
- Next meeting is scheduled for Weds. March 8 at 5:30 p.m.
- Respectfully submitted, Yvonne Cosgrove, Secretary