

Attending: Susan Coburn, Connie Heberkern, Pat Adams, Kelly Unsworth, Yvonne Cosgrove

- Minutes of last meeting (10/12/22) were approved as written.
- Director's Report
- Kelly attended It Staff Meeting and Friends of the Library Meeting.
- A training date has been set for December 8 for staff training for 6 at MVLC. They will be training to learn how to run reports.
- Kelly attended two zoom demonstrations by Webpage Developers- PiperWebs (\$1200- \$600/year) and Stirling (\$18,000). Website dated and new design needed. Kelly will explore using MEG/LIG funds for this.
- Kelly will present Long Range Plan as well as a rough time line at a later date.
- Budget process beginning. See Kelly if any trustees have suggestions concerning needs of the library.
- Building Maintenance
- All lightbulbs replaced with LED bulbs. Electrician will be giving Kelly a quote for the cost of changing the recessed light bulbs throughout the library to LED fixtures
- Replaced a timer for outside lights.
- Fall trimming has been done by Frye Landscaping.
- Maintenance on HVAC system completed.
- Overnight parking discouraged with new signage.
- The fire alarm panel was set off on Friday morning due to water pressure having fallen and setting off a low water sprinkler alarm.
- Kelly's evaluation is due in January so this should be on the agenda for next month.

Next meeting set for December 14 at 5:30.

Respectfully submitted,

Yvonne Cosgrove, Secretary