

OLIVE FREE LIBRARY  
Board of Trustees Meeting  
October 18, 2023

**In attendance:**

President and Chair of the meeting, David Edinger and Secretary, Kimberly Daley

Also in attendance: Chrissy Lawlor, Tom Hammang, Meg Soltis, Nathalie Andrews, Susan York, Hailey Peck, Donna Elberg, and Karen Heusel. Via video conference: Fara Warner

The meeting, held in person at the library, was called to order at 6:31 pm by David Edinger.

**Approval of Consent Agenda:**

=> Consent Agenda: Items included are September minutes, prepayments list, donations, and warrants list. Board members reviewed items before the meeting. Nathalie makes a motion to accept the Consent Agenda. All in favor. **Motion approved.**

**Committee Reports:**

=> Karen submitted notes from the last Friend's Group meeting held October 5th. Board member reviewed notes. No actions or proposals made.

=> Nathalie submitted notes from the last Art Exhibition Committee meeting held October 5th. Board members reviewed notes. No actions or proposals made.

=> Chrissy submitted notes from the last Student Advisory Committee meeting held September 14. Board members reviewed notes. No actions or proposals made.

=> Susan submitted notes from the last Policy Committee meeting held October 5th. Board members reviewed notes. No actions or proposals made.

**Issues to vote on:**

=> Approval of Drainage Feasibility Study: Board members reviewed proposal from LaBella for \$8,200 which will be fully funded by CWC. Timing for work is by the end of the year. Meg makes a motion to approve the proposal by LaBella. All in favor. **Motion approved.**

=> Approval of hiring an additional clerk: Chrissy explains to the board she'd like to hire another clerk for 14 hours a week to help with gaps in staffing and extra projects. Board members discussed hiring either general clerk or youth services specialist. A specialist would be about \$2 more per hour. Nathalie makes a motion to hire a youth services specialist. All in favor. **Motion approved.**

=> Approval of 2022 tax return: Board members reviewed the tax return. Nathalie makes a motion to file the return. All in favor. **Motion approved.**

=> Approval of tree removal by the exterior sign: Kim updates on bids the Building Committee received for tree removal. Tall Timber Tree LLC provided a proposal for \$1,000 to take down, remove, and clean up the area. Kim makes a motion to approve spending up to \$1,000 to remove the maple tree by the sign. All in favor. **Motion approved.**

**Old Business:**

=> Planned Giving: Kim submitted a proposal to set up a Planned Giving program which includes setting up a committee, and then funding the program with \$20,000. Board members discussed the benefits and costs of creating a program, partnering with FreeWill, and who would participate on the committee. Karen and Susan will join the committee and Kim will chair it. No vote made on funding.

**New Business:**

=> End of year appeal: Chrissy suggests year end appeal to target landscaping expense. Grant opportunities for landscaping are scant, and the recent survey showed the community wants improvements to the physical space. Board members agreed this is a good target.

**Director's Report:**

=> Chrissy updates on Holiday Fair preparations. Vendor space is filling up and the Friend's Group is working on raffles. The French Group and the Senior Group may provide soups and drinks.

=> Chrissy updates on Long Rang Plan survey. Data shows four areas of emphasis with room for improvement; technology, physical spaces, programming, and community outreach.

=> Chrissy updates on septic project. Chrissy is working on planning with Andrew Eberhardt and Rex Sanford. The silver maple tree closest to the leach field may need removing or trimming. CWC will pay for tree removal/trimming as part of total septic funding. The project looks like it will be pushed out to April 2024. Board members discussed keeping or removing the silver maple tree.

**Treasurer's Report:**

=> Nathalie submitted the September report. Board members reviewed report.

**Motion to Adjourn** made by Meg. Meeting adjourned at 7:43 pm.