

Wilton Public & Gregg Free Library
Trustee Board Meeting Minutes
March 21, 2025

The meeting was called to order at 8:10 a.m. at the Wilton Public and Gregg Free Library. Attending were trustees Alison Meltzer, Arlene Laurenitis, Ron Brown, Lynne Stone, Nikki Andrews, Mark Worcester, and Bill Ryan. (Bill Ryan left the meeting at 9:00.) Sue Putnam of the Friends of the Library also attended.

Minutes

Minutes of 2/21/25 approved (Lynne/Arlene)

Minutes of special meeting of 2/18/25 approved as amended (Arlene/Ron).

Treasurer's Report-

1. Treasurer's report not submitted. It is due shortly.
2. Bill declined to take over as treasurer, due to lack of time.

Director's Report-No Director's report for Feb. 2025 received.

See attached tenure report. Approved. (Lynne/Nikki) Arlene asked if Jane finished the state report and the taxes.

1. Historical Room files: many duplicates have been removed. Discussion of hiring intern or student to complete the task.
2. Carpet cleaning to be scheduled.
3. Peter Sullivan wishes to donate to the summer reading program. Lynne Stone will approach him. The program will be renamed as "Felice Fullam Summer Reading Program."

Board Business

1. Ron Brown will follow up on letter from Joe Torre Re: 2024 budget questions.
2. Report has been received from Stephanie.
3. Second vote to accept Mark Worcester as trustee alternate (Nikki/Alison); motion to accept passed.
4. Nancy Elcock nominated as alternate trustee (Lynne/Ron); passed. Second vote at April meeting.
5. Kermit has Jane's and Tami's laptops; Ron will ask for their return.

Facilities

1. The alarm work on pipes to be done by Encore (referred by Life Safety); it may require a Library closing.
2. Outside connection needs inspect/test. Jeff Ingram to follow up.
3. Snow removal around hydrant and to boiler room to be arranged. Both oil deliveries and fire department need this access. Ron will call the water department to coordinate.

Director Search

1. Board members will assess resumes and send preferences to Ron, who will invite candidates to interviews.
2. First interviews will include Alison, Ron, Arlene, Lynne. Second interviews will include staff.

Friends of The Library

1. Sue Putnam reported on FOTL's purchase of chairs and bookcases, as well as cookie sales and Folk Cafes as important fundraisers. Next Folk Café is 4/4/25.

New Business

1. This week's payroll will include raises retroactive to Jan. 1, 2025. Tami's raise is effective as of March 10, 2025.
2. Alison contacted the bank re: signatures on checks. Remove Molly and Peter from account and replace with new officers.

3. Proposal from Youth Services Librarian: Per Alison, we just reviewed the position and have no funds for fulltime position or raise. Per Ron, we should give a new director the opportunity to give input. Nikki will speak with Tami about our discussion.

Old Business

1. Taxes: Must be filed but we have none to pay. Ron will confirm with Molly.
2. Invoice from Ingram has been paid. Funds will have to be moved next month for remainder of bills.

The meeting adjourned at 10 a.m. (Lynne, Mark)

The next regular meeting of the trustees is scheduled for Friday, April 18, 2025 at 8:00 a.m. at the Library.

Respectfully submitted,

Nikki Andrews
3/21/2025

Attachment: Jane Nikander's tenure summary:

- Grant administration: managing all financials, schedules and staffing; completion of midway and end of grant paperwork; becoming target of the library "divorcing" the Collaborative Space talk
- Roof leak and repair
- HVAC splits
- New phone system install
- Replacement of 14 failed fire alarms/heat detectors
- Cellular alarm installed
- New book drop (delivered with a damaged top, got replacement)
- Expansion tank installed in boiler room

2023:

- New security company
- Ramp work (6 weeks)
- Boiler repair with new company
- Window washing
- Failed elevator inspection and repair
- Front door restoration (7 months)
- Replacement of 2 walkway lights
- Sprinkler site survey and drama at Selectboard meetings

2024:

- Felice's passing

- Contentious town meeting re: sprinkler line path
- Vent replacements for heating system
- Ramp work (6 weeks)
- Road work (6+ weeks)
- Staff issue (4 months)

2025:

- Sprinkler installation