

Springfield Library
Board of Trustees
April 11, 2023 Quarterly Meeting
Meeting Minutes

Call to Order

The meeting was called to order by Barbara Chamberlain at 7:01 p.m.

In Attendance

Present: Barbara Chamberlain, Dennis Dorn, Barbara LaCorte, Marilyn Marshall, Carlin Thompson, Cheryl Zamelis

Absent: Jonathan Miller

Also Present: Hanna Conbeer

Approval of Previous Month's Meeting Minutes

- **Motion made by Cheryl to approve January 4, 2023 minutes, seconded by Marilyn. All in favor.**
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President's Report

- Ceiling Repair
 - Review and approve answer to Town's request for money to repair ceiling
 - **Motion made by Marilyn to approve language of letter Town regarding request for money to repair ceiling, seconded by Carlin. All in favor.**
- New Librarian Search
 - Marilyn and Barbara Chamberlain will interview and evaluate candidates and submit a recommendation to the Board.
 - A special meeting will be scheduled to interview and select the new librarian.
 - **Motion made by Marilyn to call a special meeting on May 13, 2023 at 5:00 p.m. to interview and select the new librarian, seconded by Barbara LaCorte. All in favor.**
- 2022 New York State Annual Report
 - **Motion made by Carlin to approve the 2022 New York State Annual Report and submit a copy to the Town of Springfield, seconded by Marilyn. All in favor.**

Financial Report

- 2023 Q1 Budget vs Actual Report
 - **Motion made by Cheryl to approve the 2023 Q1 Budget vs Actual Report, seconded by Carlin. All in favor.**
- Grant Expenditures
- Recycling Program Update
- Hiring Procedure Walk-Through
- 2023 Annual Appeal Letter

Manager's Report

- 4th of July Booth
- Marketing Plan Estimate
- Summer Program Plans

Updated By-Laws Review

- Review and approve updated by-laws
 - **Motion made by Cheryl to approve updated by-laws, seconded by Carlin. All in favor.**

Concluding Business

Next Quarterly Meeting: Tuesday, July 11, 2023 at 7:00 p.m.

- **Motion made by Marilyn to adjourn meeting, seconded by Cheryl. All in favor.**

Meeting adjourned: 8:50 p.m.

Minutes recorded and submitted by Carlin Thompson.