

Meeting of The Essex Free Library Board of Trustees

October 15, 2025

Present:

Janet Watts, Marie Froeschl, Pam Blake, Allan Ramsay (left meeting at 7:22),
Mallori Longevin, Ellen Knowles, Caitlin Corless

Remote:

Emily Gibbs

1. **Call to order:** 7:00pm
2. **Agenda changes** - none
3. **Review and Approve Minutes** - Marie moved to approve with corrections and Mallori seconded. All approved.
4. **Announcements** - Allan shared his visit to a preschool toy leading library in the UK and suggested researching the possibility of one when the new library is built. Was done in Memorial Hall in the past. While mentioning the use of Memorial Hall, Ellen wondered about using it for yoga classes like other libraries are doing. Discussion around conflicts with Parks and Rec programs.
5. **Public to be Heard** - none
6. **Reports** -
 - Library Director's Report -
 - The library is understaffed until the end of October. Sarah has been doing a fantastic job filling in with extra hours. Would like to offer her more hours on a permanent basis.
 - The evening parenting program Kaitlin is running has not been as well attended as hoped. Suggestions offered: babysitting by the Parks and Rec Red Cross babysitting course, a Zoom option.
 - Grandparents made a donation to the Children's Craft Kits. They come every week to pick them up to do with their grandchildren!

- Still waiting for the report from the ADA consultant that will include easy and less costly improvements which we hope to implement, as well as more costly line items which will need to be budgeted for.
- Still having issues with WiFi. Janet commented that ADL and Camels Hump schools are also experiencing problems.
- No more problems with the elevator.
- The planters out front have been repaired and the railing is next. The funds to cover the repairs come from the Town budget and not the library.

7. **Business -**

1. Review Handbook for Board, Committee & Commission Members and their Staff Representatives.

- Questions on open meeting law and tech issues. Caitlin will check with the Town to clarify.
- Conflict of Interest is new this year.
- Janet and Marie will be attending the Nov 17 Selectboard meeting to review the Trustees work.

2. Review Internet and Computer Use Policy.

- Updated from 11/11 version. Pam moved to accept with noted changes. Ellen seconded. All approved. Changes: first 10 pages of b/w copies and faxes are free. Adding wording regarding discontinuing of workstation use if interfering with others use of the library.

8. **Friends update**

- November 8 - Cozy Nook Craft Fair. All crafter tables are full and we have a waiting list! In house bake sale sign up starting this week. Mallori has a huge raffle she is working on. Lots of great prizes.
- Discussing alternate ways to run the book sale - looking at 2 days a month for drop offs with a 2 day sale in June.

9. **Adjourn - 7:48pm**