

**Hepburn Library of Madrid**  
**Board Meeting Minutes - May 11, 2023**

**In Attendance:** Jennifer McAvoy, Emily Huntley, Allison Barkley, Susan McAvoy, Deborah Chase-Lauther, Jennifer Coakley

Absent:

Special Guest:

**Call to Order:** Meeting was called to order at 6:14 PM

**Open Comment/ Question:**

**Approval of Previous Minutes:** Motion made by Susan McAvoy; seconded by Allison Barkley. Approved.

**Workshops and Communications:**

- The new library catalog, Polaris, has been implemented and all is going well.
- Emily Huntley and Allison Barkley virtually attended “The Power of the Modern Library” by Dr. Bob Dillon

**Director’s Report** :(Deborah Chase-Lauther)

The lift continues to be in working order.

Watson Electric has repaired the faulty breaker switch and the outlet that were non-functional during the last board meeting.

**Financial Report** (Emily Huntley): Motion to accept the bills as read made by Jennifer Coakley, seconded by Allison Barkley. Approved.

**Reports:**

- Grants:
  - Grant 1- CCTV/Fire alarm/Generator Update -
    - DLD Request to Amend form has been completed and we are awaiting a decision regarding adding outlets in the Community Room.
    - Watson Electric has submitted a quote of \$4,500 to reconfigure the electrical breaker panel to allow for installation of more outlets and an outdoor GFI outlet.

- Grant 2 - Kitchen and Community Room Flooring - Quotes received from Coakleys (cabinetry only), Northern Tier Construction and awaiting quote from Kenyon Chase (Sparx Construction and General Contracting) for complete kitchen and repair work..
- Buildings and Grounds
  - Coots has completed the flashing on the East and West wings and has provided a verbal quote of \$500 for wall repair and painting both wing panels.
  - LaFaver's Painting does not have a record of the paint chip, but we can probably take a sample from the wall and have it paint matched.

### **Community Events**

- May 12, 10am - 2pm - VIP Mother's Day Event.
- May 18, 7pm - Book Club - The Lions of Fifth Avenue by Fiona Davis
- May 24, 6pm - Across the Fence: Gardening 101 with Monica McKinnie

### **Old Business**

1. Board photo taken

### **New Business**

2. Discuss a new policy for vetting contractors

**Adjournment:** Motion to adjourn made by Jen McAvoy; seconded by Susan McAvoy.  
Adjourned at 6:43 PM

**Next Meeting : June 8, 6PM**