



Lee Public Library Trustee Monthly Meeting Agenda  
 Wednesday, February 14, 2024, at 5:30 pm at the Lee Library

<u>Topic</u>	<u>Time</u>	<u>Discussion</u>
Record keeping- Katrinka, Annie	5 min	<ul style="list-style-type: none"> <li>Review and approve minutes - 1/10/23</li> <li>Resignation of Emily &amp; Select Board appointment of Mark for remainder of term</li> </ul>
Financials - Deborah, Hayley	20 min	<ul style="list-style-type: none"> <li>Treasurer's report balances:</li> <li>Invoices to pay: SMP (\$2,713), Milestone change order amount:</li> </ul>
Renovations - Hayley, Deborah, Mark	20 min	<ul style="list-style-type: none"> <li>Update on Milestone &amp; progress on schedule</li> <li>Preparations for next phase</li> </ul>
Grants & Fundraising Annie, Katrinka, Hayley	10 min	T-mobile grant - waiting for support letters Foundation report
Library Report - Hayley	15 min	<ul style="list-style-type: none"> <li>Record of staff sick, vacation, etc.</li> <li>Closing dates at end of month</li> </ul>
Human Resources - Hayley, Katrina	5 min	Tabled until March
Maintenance/CIP/ MOU - Deborah, Katrina, Katrinka	10 min	Maintenance of building MOU
Special Projects -	15 min	Library Open House Feb 27 and preparations
Other Business	5 min	Meet the Candidates: March 6 Voting day March 12
Next meeting: Friday 2/16 at 1:00pm at the Library	5 min	MOU final draft

Next regular meeting: March 13, 2024

Prepared by Annie Gasowski.

Posted on 2/12/24 at the library and on the town website.