

**James E. Nichols Memorial Library  
Board of Trustees  
Special Meeting Minutes  
Thursday, December 7, 2023**

**CALL TO ORDER:** At 10:00AM the meeting was called to order by Ann Xavier.

**MEMBERS PRESENT:** Chairperson, Ann Xavier, Trustee Sandy Frost, Trustee Karen Ponton. Absent from the meeting with notification Trustee Stephany Marchut Lavallee, Trustee Corina Locke, Trustee Emeritus Bette Miller, Alternate David Hughes, Alternate Clara de Levin.

**EMPLOYMENT:** Trustees discussed employment of staff including 27 hours for Assistant Librarians and 30 hours for Library Director. The days per week and hours per day will be discussed further at the December 18<sup>th</sup> Trustee Meeting.

**MOTION:** A. Xavier made the motion to add Dr. Linda Verge's Letter of Employment to work a schedule Monday, Tuesday, Thursday, Friday and half day Saturday. Motion seconded by S. Frost. All in favor.

**ADJOURNMENT:** Motion to adjourn at 10:26 by S. Frost, seconded by A. Xavier. All in favor.

Respectfully submitted by,  
Sandy Frost  
Library Trustee