

Arvin A. Brown Library
Trustee Meeting Minutes
Monday, December 20, 2021

Attendance: Debra Atherton, Kathleen Engstrom, Carita Simons, Adele Wolfson. NT

Call to order – 3:00 pm

Agenda Amendments – none

Approval of meeting minutes: Nov 15th minutes: Carita moved to accept, Adele seconded
.Unanimous approval.

Comments from Citizens Present – none

Approval of Librarian's Report – report for Nov. Carita moved to accept, Adele seconded,
unanimous approval.

Approval of Financial Report –Report slightly different since Gina moved ERC funds to end
(Other Revenue) rather than in employee wages. Carita moved to accept, Adele seconded;
unanimous approval.

Correspondence:

- **Electrical:** Sherry Paquette will look for chandelier replacement since not safe as is, will call electrician about flickering back light. For now, there is no light at back entrance.
- **Painting library building in 2022:** We learned at Selectboard meeting that the town will paint the library in coming year.
- **GMLC Overdrive agreement submitted:** The cost went up, but staff did a purge of patrons who are inactive, so the overall cost remains about the same as for previous year.
- **ERC for third quarter of \$4404.60 deposited.**

Old Business:

- **Library as Community Center.** NT has put in calls to Highgate Library/Community Center but no answer so far. She has also spoken to Morrisville, which is planning to use COVID funds for this transition, targeting teenagers. Since Highgate is further along in this process, Kathleen suggests speaking to them. NT will follow up.
- **Selectboard meeting:** Kathleen and Debra attended. There were good questions and no negative comments.
- **Investments – Money Market:** Gina suggests moving excess funds to Money Market account, which can then be further invested as desired. This will still leave us enough in checking account for all necessary purposes. Carita moved to accept the suggestion, Adele seconded.
- In related business, Gina is spending down the TD checking account, and once it is depleted will close that account. Checking will then be exclusively at People's Bank.

- Kathleen suggested that we need an investment policy and pointed us to the template provided. It was agreed that we need a policy, but that the template has a lot of elements not appropriate to our small library. Carita will look over the template and make suggested.
- **Library Director Evaluation.** Debra brought forms to Kathleen, but she has much to do before this can be completed. Once Kathleen fills out forms, Debra and Adele will meet with her.
- **Bonuses:** Kathleen provided information on percentages and amounts possible for staff. We agreed on an amount to be added to December paychecks via Compuserve. NT moved, Adele seconded.

New Business:

- **Change in Trustee meeting time:** We agreed on 4:30 on 3rd Mondays. This will have to be changed in by-laws.

Other Business:

- **Fundraising:** We never sent out a fundraising letter around year-end. Adele will work on a letter to be sent by email, Carita will send her the paypal link to insert. Regarding Paypal, Carita pointed out several issues in Gina's explanation of that service. Carita will speak directly to Gina to clarify.
- **Trustee vacancy:** We need another trustee. Several ideas were presented and will be pursued.

Next Meeting – Monday, January 24th 2021 at 4:30 pm.

Adjourned 4:00 pm.

Submitted, Adele J. Wolfson