

Arvin A. Brown Library
Trustee Meeting
Monday, March 28, 2022
Minutes

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

Call to order – 4:35 pm

Agenda Amendments – Bookkeeper access to bank account, discussed under “Other business”

Approval of meeting minutes: Jan 24 minutes: Moved by Carita, seconded by Adele, unanimous approval.

Comments from Citizens Present – none

Approval of Librarian’s Report –Adele moved to accept, Carita seconded, unanimous approval.

Approval of Financial Report –There was no financial report; we will get a quarterly report next time.

Correspondence:

- **Palace app** – This is being rolled out by the state, we should have by summer. It will give our patrons wider access to ebooks and audio books. It will cover current Overdrive functions and more.
- **VTLIB request** - \$15m to VT public libraries for construction/renovation. We might make requests to this fund but will wait to see if ARPA might cover our needs better.
- **Tonya Ryals** – Library Consultant for Governance & Management. She will be our contact with the State, replacing Lara Keene.

Old Business:

- **Library as Community Center.** Tabled until next time since NT not present.
- **Investment Policy:** Carita distributed draft investment policy. No edits except that name of the library should legally be listed as “Arvin A. Brown Public Library.” This change was made. Carita will print out with signature lines and bring to library for Trustee signatures. Once signed can be added to everyone’s manual.
- **Trustee Meeting Annual Schedule:** Tabled until next time. Kathleen will remind us to look it over in advance.
- **ARPA Town Funds** – We would like to put in a request to use some of these funds for replacement windows. Debra will consult with Sherry about estimates and then we will craft a proposal. There is also a possibility of window inserts if full windows are not approved.

- **Follies Recap** – Debra reported a very successful event. She had a lot of help both nights, including from excellent high school students. Made over \$200.

New Business:

- **Aspen for OPAC** – This will replace OPAC for patrons. It is a great improvement as a catalog and can also serve as a website, to be configured however we like. However, it will cost \$250/year. Kathleen asked for the Trustees' opinion on whether or not to purchase; we agreed.
- **Richford July 4th celebration** – Assuming that this event will happen, we would like to go back to the custom of serving ice cream on the library porch. Debra will check if it is planned for July 2nd (Saturday of July 4th week). If so, Kathleen will reserve free ice cream from Ben & Jerry's.
- **Google G Suite for non-profits** – Free Legacy ends July 1st. We discussed whether or not we will have to pay for this or if there will be another solution for non-profits. To be discussed again once we have more information.

Other Business:

- **CLiF proposal** – CliF has combined two grant programs. Kathleen prepared draft, which Adele edited, for \$1000 to be used for Grab & Go bags around the theme of "Oceans of Possibilities," which ties in well to our watershed projects. It will be submitted by the deadline of April 1st.
- **Bookkeeper access to bank accounts** – Gina has access, maybe through Debra's log in credentials, to TD accounts, but not to People's. It would be useful for at least two people to have access for adding vendors and paying bills. The bank allows only one administrator. Carita volunteered to serve in this role (Treasurer). She and Debra will discuss.
- **New Trustee(s)** – Kathleen and Debra are in contact with some candidates.

Next Meeting – Monday, April 25th 2022 at 4:30 pm. This date may change, depending on Trustees' availability.

Adjourned 5:15 pm.

Submitted, Adele J. Wolfson