

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

**Attendance:** Kathleen Engstrom, Deborah Atherton, Carita Simons, Adele Wolfson. N.T., Allison Hope

**Call to order** –4:38 pm

**Agenda Amendments** – added to New Business

**Approval of meeting minutes:** Oct 17<sup>th</sup> minutes - Moved by Carita, seconded by Allison, unanimous approval.

**Comments from Citizens Present** – none

**Approval of Librarian's Report** – Allison moved, Carita second, unanimous approval.

**Approval of Financial Report** – statement of activity for Jan through Oct. This includes grants, the largest being Courier grant. N.T. moved, Allison second unanimous approval.

**Correspondence:**

- **Memorial Donations made for Cheryl Joseph** - \$1603.90 to replace Bookdrop in back, another donation of \$100 just received. New one would be ~\$3000, refurbished will be less. Will need a plaque once in place.
- **ARPA 2 Grant Report Submitted**
- **Received Courier Grant 2023** - \$571.35. Increased from last year.
- **Harm reduction bags:** original 6 went out, got 4 more from Turning Point. Will be ordering through VT dept of health, they will keep track how many libraries are handing them out.

**Old Business:**

- **Budget 2023:** Need to schedule meeting with Selectboard. Even with \$70k asked from the town, proposed budget is \$5k short. We can either propose this for fundraising (not realistic) or ask the town for more. Might save some money on computer programs from a non-profit but can't depend on that.

We have been receiving \$40k, then \$45k, then \$50k over the last 3 years, but have used investment money to make up the shortfall. We will have no ARPA money this year, which was used for materials in past. Salaries alone will be more than last year's allotment. Library dept staff needs to be paid at least in line with other town employees. Allison will check on comparisons.

Allison suggests reformatting budget for Selectboard to emphasize all that the library does and what would be lost if the library doesn't do it. She will do this and get in touch to see when we can meet with Selectboard.

Called for approval of \$70k budget for submission to town once we get Gina's clarifications. Allison moved, Carita seconded, unanimous approval.

- **Personnel Policy:** Juneteenth as a paid holiday, review paid holidays and policy: tabled until Jan or Feb meeting
- **Vote to accept Fiona's resignation:** Needs to be recorded in minutes so that Allison can take Fiona's place on bank accounts. Carita moved, NT seconded, unanimous approval.

**New Business:**

- **Appoint Allison Hope as Treasurer:** Carita moved, Adele second, unanimous approval.
- **Banking** - Close TD accounts - Peoples Trust Account: There is little money in TD account. Deborah needs to be involved in closing since she is on accounts.
- **Bonuses for staff:** Last year's bonuses were generous because we had pandemic money. Given what is left in account, will have to be less. Allison moved, Deborah seconded bonuses for staff and director. Carita added amendment that the amount be brought up to include taxes. Carita moved the amendment. Adele seconded. Unanimous approval.

**Other Business:**

- **Thank You Notes:** Kathleen has list of donors. Carita and Adele will do these.
- **Strategic planning:** Allison and Kathleen will look at any sessions from Dept of Libraries that were recorded.
- **Town funding:** One check to be deposited, plus town's next allotment to be will deposited Thurs or Fri of next week by Deborah.

**Next Meeting – Monday, December 19<sup>th</sup> 2022 at 4:30 pm.**

**Adjourned 5:39 pm.**

Submitted, Adele J. Wolfson