

Arvin A. Brown Library

Trustee Meeting

Monday, December 19th, 2022 Minutes

Call to order –4:36 pm

Agenda Amendments – None

Approval of meeting minutes - Nov 28th minutes: Moved by Allison, seconded by Carita, unanimous approval.

Attendance: Kathleen Engstrom, Deborah Atherton, Carita Simons, Adele Wolfson. N.T., Allison Hope; Michael Olio, guest

Comments from Citizens Present – none

Approval of Librarian's Report – Increased use of e-books and audiobooks noted, as well as use of conference room by community groups. Carita moved, Allison seconded, unanimous approval.

Approval of Financial Report – Statement of activity to date. Total operations less than total revenue. We are sorry to see the decreased support from Parent Fund.

Allison questioned decreased salaries for this year. It is because the staff member who usually works afternoons in summer had other employment then, and Director has worked fewer hours due to family emergency, and those hours were replaced by a temp at lower wage.

Moved by Allison, seconded by Carita, unanimous approval.

Correspondence: None

Old Business:

- **Budget 2023:** Selectboard Meeting to occur immediately after this one. Allison has created a simplified version of expenses, not including income since most sources other than Town are small, and most in grants can't be used for operating expenses. Allison will also edit the draft of Librarian's Town Report to emphasize all that the library does for the town and hand this out to Selectboard.
- **Cheryl Joseph donations – refurbished book drop:** We have received an additional \$1000, bringing total in this fund to ~\$2700. Kathleen will be in touch with American Security Cabinets about new or refurbished unit for the back. It will need to sit on a concrete pad, and we will see if the town can provide this, as well as a forklift for delivery. We would install a plaque once the book drop is in place. Carita moved, Allison seconded this plan, unanimous approval.

New Business:

- **Pay sub for holiday:** Permanent staff gets a paid holiday. Temp staff filling in for Kathleen has been working regularly. She would typically work ~3 hrs on the date of the holiday. Adele moved, Allison seconded to pay her for these hours, unanimous approval.
- **Town Report – Librarian’s Report:** Want to emphasize the large number of books read by students over the summer. Kathleen and Adele will work on edits before the Town deadline.
- **Children’s Room Ceiling Repair – Light Fixtures:** There is water damage to all ceilings. Once there is no ongoing leak, we should have the fixture replaced and will see if it needs to go out for bids.

Other Business: None

Next Meeting – Monday, January 16th 2023 at 4:30 pm.

Adjourned 5:22 pm.

Submitted, Adele J. Wolfson