

Arvin A. Brown Library

Trustee Meeting

Monday, February 27<sup>rd</sup>, 2022 Minutes

**Call to order** – 4:35 pm

**Agenda Amendments** - none

**Approval of meeting minutes** – Jan 23<sup>rd</sup> minutes: Moved by Allison, seconded by Carita, unanimous approval.

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

**Comments from Citizens Present** – none

**Approval of Librarian's Report** – Carita moved, Adele seconded, unanimous approval

**Approval of Financial Report** – We received a statement of activity through February. It shows that we are spending more than receiving, but still have enough in People's and grant accounts that we can cover payroll. More money appears than we actually can spend since the donations for the bookdrop are still included in the account.

Moved by Allison, seconded by Carita, unanimous approval.

**Correspondence:**

- There is still money coming in for the Cheryl Joseph fund. Kathleen has been in touch with Cheryl Joseph's husband, and he would like to use funds to bring in a children's author at the library or school.
- Kathleen will be meeting with Gina in March about budget and spreadsheets, etc.

**Old Business:**

- **Richford Hometown Follies:** March 16<sup>th</sup> and 17<sup>th</sup>. Debra has contacted the school, and we will have students to help. We will start reaching out to patrons for baked goods and to Hannaford for donations of water. We will also have popcorn. Michael will be sure that we have a table. Kathleen will get change for purchases. Kathleen and Debra will staff the table on Friday, Allison and Debra on Saturday. We will try to have some library information available and maybe a sign-up sheet to capture people's contact information.
- **Director resignation:** Kathleen has decided definitely to step down. She will work with us until a new director is named. She will review the job description, and the trustees will meet to discuss next steps. Carita has the information on how to post the job ad via VT library association.

**New Business:**

- **Fundraising:** We have lists of past donors on Quickbooks and prior thank you lists. There are also new patrons who should be approached. Mailchimp can be used as an easy way to contact patrons and donors. We need to update the fundraising letter.
- **Endowment Fund Policy:** We will consider the policy again next time and whether or not to add a plan to take a certain percentage of the endowment each year for operating costs.

**Other Business:**

- **Summer camp:** We may need to find someone to staff the library summer reading “dugout” for the 4 weeks of camp. This will depend on other staffing.
- **Short- and long-term discussions needed:** Short term we need to discuss next steps in search for a new director. We will hold a special meeting on March 8<sup>th</sup> at 10 am. Somewhat longer-term is needed discussion on budget – how can we operate on the budget approved by the Selectboard: what to cut and what not? What are we doing that we can stop doing? What other sources of money can be found? What do other small libraries do?
- **Plaques for Cheryl Joseph bookdrop:** Carita has been looking into plaques, both to be put on the bookdrop itself and inside the library to acknowledge the memorial gift. She will get back to us with costs and design.

**Next Meetings –**

**Special meeting: Wednesday March 8<sup>th</sup> at 10 am**

**Next regular meeting: Monday, March 20<sup>th</sup> 2023 at 4:30 pm.**

**Adjourned 5:20 pm.**

Submitted, Adele J. Wolfson