

Arvin A. Brown Library

Trustee Meeting

Monday, January 23<sup>rd</sup>, 2022 Minutes

**Call to order** –4:34 pm

**Agenda Amendments** – add participation in Follies and Kathleen’s plans

**Approval of meeting minutes** – Dec 19<sup>th</sup> minutes: Moved by Carita, seconded by Allison, 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** – In addition to the statistics noted, 50 Grab and Go bags were given out over the holidays. All winter coats gone, more coming. Adele suggested coordinating with Thrift Shop.

**Approval of Financial Report** – Check from the Town deposited, so payroll can be met this month. Debra plans to close TD accounts and move to People’s. Kathleen will discuss with Gina what needs to be done.

Moved by Carita, seconded by Allison, unanimous approval.

**Correspondence:** None

**Old Business:**

- **Budget 2023:** Michael reported that Town is level funding the Library (along with all others). We expressed our dissatisfaction with that decision. We will surely go over budget since there are no longer outside funds to meet many needs. We noted that the Selectboard in December approved bonuses for other Town employees. We also expressed our unhappiness with the fact that no one from the Board ever responds with a budget allocation after our request; we have to wait for the Town report to come out.

We will return to the question of endowment spending. Although our (small) endowment is meant to shore up the library’s future, we might consider using a small percentage each year, assuming there is a return on investments.

- **Cheryl Joseph donations – refurbished book drop:** Kathleen has ordered the book drop; it should arrive in early February. The staff and Adele have been shown where it will go, and Michael agreed that Highway staff could remove the old one. Carita will look into options for a plaque in honor of Cheryl Joseph, perhaps one inside as well as on the box.

**New Business:**

- **General Care of the Building:** Staff had had to do maintenance work such as changing lightbulbs, shoveling, salting path, etc. This, as well as replacing fire extinguishers, should be Town responsibility. Debra will talk to Sherry. We iterated the need for a MoA with the Town about this.

**Other Business:**

- **Staff Bonuses:** Kathleen would like to offer these, but given the budget, it is likely not possible at this time. We will return to this question.
- **Follies:** Question was whether we will offer refreshments again at this event, to be held March 17<sup>th</sup> and 18<sup>th</sup>. It is a good fundraiser and opportunity to bring the Library to people's attention. Last year, Kathleen and Debra, along with HS students and another volunteer, were there both nights. Allison will be able to do at least one night, and Debra will check about HS students. We decided to participate. We will offer popcorn, water, and baked goods, the last to be provided by Trustees and patrons.
- **Kathleen's plans:** Within 2 weeks she will have a better idea of whether or not she can return to work, depending on her mother's health. In the meantime she will work remotely on the Annual Report and financial duties. She has prepared a list of tasks; Trustees and staff will take on some of these. We reiterated our desire to retain her as Director, including our hope that she will take an extended leave if needed.

**Next Meeting – Monday, February 27<sup>th</sup> 2023 at 4:30 pm.**

**Adjourned 5:20 pm.**

Submitted, Adele J. Wolfson