

Arvin A. Brown Library

Trustee Meeting

Monday, April 17<sup>th</sup>, 2023 Minutes

**Call to order** – 4:40 pm

**Agenda Amendments** – moved Bookkeeper items to top of agenda; added Investment Policy and decision on memorial plaque to Old Business

**Approval of meeting minutes** – Mar 20<sup>th</sup> minutes: Moved by Carita, seconded by Allison, unanimous approval.

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

**Comments from Citizens Present** – none

**Bookkeeper concerns:** Gina joined us. She reported that working with Peoples Trust is difficult since she is not a signer on the account and therefore can't add vendors, etc., without approval from a signer – currently Kathleen or Debra – which is inconvenient. We discussed the trade-off between convenience and best practice for fiscal responsibility. We went to make Gina's work as easy as possible without subverting any rules. We will re-visit this issue with a new director and possibly a new bank in Richford. In the meantime, the on-line banking resolution needs to be signed and filed.

**Approval of Librarian's Report** – Kathleen added that new patrons, visits, and circulation are up. Allison moved, Carita seconded, unanimous approval.

**Approval of Financial Report** – Kathleen added new fundraising goals in order to have the budget balance. Expenditures have been low in order to meet the approved budget. Carita moved, N.T. seconded.

**Correspondence** –

- We received a Summer Reading Program grant for \$300, and we have arranged to join with other libraries for a program with Michael Clough from the Southern VT Natural History Museum.
- Needs assessment form was submitted.
- Story Hour was held, with Melanie Gross. Monthly events are planned.
- Annual Report, for 2021, was submitted.

**Old Business:**

- **Fundraising:** Adele's draft letter was approved. Kathleen will compile a list of those who have donated substantially in the past, as well as new patrons. Trustees volunteered to address envelopes, but it may be possible to do these as labels in the library.

- **Investment policy** – Carita proposed new language that includes using a percentage of the endowment each year to supplement the operating budget as allotted by the town. We approved her language, with a cap of 4%. Carita will prepare a final draft for signatures.
- **Book drop plaque** – We considered several options and decided on silver background with blue text.

**New Business:**

- **None**

**Next Meeting – Monday, May 15<sup>th</sup> 2023 at 4:30 pm.**

**Adjourned 5:41 pm.**

Submitted, Adele J. Wolfson