

Arvin A. Brown Library
Trustee Meeting
Monday, May15th, 2023 Minutes

Call to order – 4:35 pm

Agenda Amendments – none

Approval of meeting minutes – April 17th minutes: Moved by Allison, seconded by Carita, unanimous approval.

Attendance: Kathleen Engstrom, Debra Atherton, Carita Simons, Adele Wolfson, Allison Hope, Christy Liddy; Michael Olio

Comments from Citizens Present – none

Approval of Librarian's Report – Activity trending upward. Allison moved, Carita seconded, unanimous approval.

Approval of Financial Report – We received Statement of Activity from January through May. Because we get monthly payments from the Town we can meet expenses.

Allison moved, Carita seconded, unanimous approval.

Carita suggested that one of the Trustees with access to investment accounts give a current update via email before each meeting.

Correspondence –

- **UEI Number** validated, needs to be registered: In fact, we need to use the Town's UEI for most grants since the library is owned by the Town. But the Trustees suggest that we still register the library's number. We verified with Michael Olio that the Town's number is up to date. If we apply for grants through the Town, we will need a letter from the Selectboard stating that the library can spend the money even though obtained through the Town's credentials.
- **Hired Kate Paquette for Day Camp position:** Kate works at the high school, is getting a masters in library science. She will do what Wendy has done at the camp in the past.
- **Gina will have access to billpay online in the fall:** In the meantime, Allison can get statements to Gina as needed.

Old Business:

- **Fundraising/Social Media:** Kathleen has updated the list. Including about 68 new additions, there are about 100 names total. The Trustees present divided up the list and will address envelopes by hand. In the future, we hope to send these out via email. We also discussed a newsletter to be distributed by email and linked to the web page, FRF and FB.
Christy brought up further ideas around social media. She has designed a logo that we like very much. She will discuss the current web page design with staff, and will work on disabling comments/reviews on FB and removing old Instagram account.

Allison suggested that the Dept of Libraries might sponsor a professional photographer to document the State's libraries.

- **Building** – There are still issues around doors, railing, roof, door handles. Nothing has been done. Allison suggested that we might hire a handyman for some of these jobs and get permission from the Selectboard to pay that person and be reimbursed.
- **Bank resolution** – Carita, Debra, and Allison to have powers for the People's account. Specifically, we moved to give them power for deposits and endorsing checks. Adele moved, Carita seconded, unanimous approval. Once we talk to bank officers we will decide if we want to assign further powers to this group. We also need N.T.'s signature before this can be finalized; Carita will contact her.

New Business:

- **Open House to welcome Christy and congratulate Kathleen on retiring** – We set a date of June 21st, 3:30-5:30. Debra will check with Greenwood Deli to see if they can provide refreshments, and Allison will ask the same of the Barn Owl. The Trustees will take the staff to dinner afterwards (6 pm). Allison will make the reservation.
- **July 4th celebration** – We are assuming this will be held on July 1st and will provide ice cream and maybe popcorn as usual. Debra will obtain the ice cream.
- **Kathleen/Christy overlap** – Kathleen will continue to provide guidance as needed, including setting up a computer to have the information and links that Christy needs. It was suggested that they set a regular time to meet for several weeks or months as needed.

Next Meeting – Monday, June 19th 2023 at 4:30 pm.

Adjourned 5:50 pm.

Submitted, Adele J. Wolfson