

# WHITING LIBRARY BOARD OF TRUSTEES

## Minutes — February 10, 2020

The meeting was called to order by Chair, Kathy Pellett, at 9:35AM at the Library.

*Present:* Kathy Pellett, Judi Copping, David Lord, Vanessa Heybyrne, Colleen Garvey, Ed Grossman, Lyza Gardner

*Absent:* Judi Copping, Sharon Tanzer

Chair Kathy Pellett began the meeting by reporting on a power outage (February 7), which caused a security malfunction and caused the fire sprinklers to discharge briefly. Children's Librarian Carrie King responded quickly and came to the Library to assist. Chair Pellett expressed gratitude to Carrie and the Town for their help.

### Approve Minutes from January 13, 2020, Meeting

A motion was made to approve the minutes of the January 13, 2020, meeting (Ed Grossman/Colleen Garvey), with the following amendments:

*Under Treasurer's Report / Bookkeeping:* add the text *or the donation was received in the fundraising mailing reply envelope.*

*Under Director's Report:* in the text about Director Sharon Tanzer announcing her retirement, replace *suggested* with *will form*.

Minutes as amended approved by all present.

### Treasurer's Report

Treasurer E. Grossman has submitted a draft gift-acceptance policy to Bill Dakin (attorney) and Ron Theissen (CPA) for review—by the next meeting, we should have some feedback. E. Grossman contacted the Vermont League of Cities and Towns, but they don't have model policies for gift acceptance. Chair Kathy Pellett mentioned that the Vermont Library Association *does* have some model policies for reference.

Eligibility with the "Your Cause" platform—necessary for receiving matching grants from IBM—continues to be a problem, even though Town Clerk Deb Aldrich wrote a supporting letter. As the Library is not a 501(c)(3) organization, it is not recognized as eligible by Your

Cause. Treasurer Grossman plans to contact the treasurer of the Rutland Library, which is going through the same process. Chair Pellett suggested that Treasurer Grossman call Lara Keenan (VLA) for possible assistance.

### **Executive Session**

A motion was made to enter executive session (David Lord/C. Garvey) for the purposes of discussing the appointment of a new Library Director. The Board entered executive session at 9:51AM.

The Board exited executive session at 10:15AM.

#### *Library Director Position*

E. Grossman made a motion (seconded Lyza Gardner) that the Library offer the position of Director of Whiting Library, with a salary of \$20/hour (\$33,280 annually at 32 hours per week), pending background approval from VCIC, to Deirdre Doran. Approved unanimously.

### **Director's Report**

Two policies are being considered for adjustment: the computer policy and home-delivery policy. Chair Pellett suggests that they be added to the next meeting's agenda.

Green Mountain messenger service, used for home delivery, has increased their rates by \$5/week. Library Director Sharon Tanzer's office is being painted by Brian Mosher.

### **OLD BUSINESS**

#### *Director's Review*

The Personnel Committee has delivered its annual review and letter to Director Sharon Tanzer.

#### *Executive Session*

A motion was made to enter executive session (C. Garvey/E. Grossman) for the purposes of discussing personnel-review details at 10:24AM. The Board exited executive session at 10:26AM.

*Silent Auction Update*

The silent auction committee was unable to meet on Friday, February 7, because of adverse weather conditions and needs to reschedule.

The committee agreed to change the date of the Silent Auction from November 7, 2020, to May 30th, 2020. This is the weekend after Memorial Day weekend.

The committee agreed to lower the amount they expected to raise from \$35,000 to \$20,000, which they felt was more in line with their goals. The committee thought having a theme for the Silent Auction was worth pursuing.

There being no further business, a motion to adjourn was made by C. Garvey; seconded by E. Grossman; unanimously approved. The Board was adjourned at 10:40AM until the next meeting on March 9, 2020.

Respectfully Submitted,

Lyza Gardner, Secretary