

WHITING LIBRARY BOARD OF TRUSTEES

DRAFT Minutes — March 9, 2020

The meeting was called to order by Vice Chair, Judi Copping, at 9:29AM at the Library.

Present: Judi Copping, David Lord, Vanessa Heybyrne, Ed Grossman, Donna Matthews, Trustees; Sharon Tanzer, Library Director

Absent: Lyza Gardner, Colleen Garvey

Visitors: Kathy Pellett

Welcome new trustee

Trustees gave a warm welcome to new trustee, Donna Matthews. D. Matthews let us know that she is a native Vermonter, loves the library, and feels it's very important to our town. The trustees also thanked Kathy Pellett for her 3 terms of service as a Trustee and Chair.

Election of officers

- A motion to nominate Judi Copping as Chair was made by Ed Grossman, seconded by Donna Matthews. Approved by all.
- A motion to nominate David Lord as Vice Chair was made by J. Copping, seconded by E. Grossman. Approved by all.
- A motion to nominate Ed Grossman as Treasurer was made by Vanessa Heybyrne, seconded by J. Copping. Approved by all.
- A motion to nominate Lyza Gardner as Secretary was made by V. Heybyrne, seconded by J. Copping. Approved by all.

Establishment of Board committees

After discussion, it was decided to wait until April to form committees. E. Grossman asked about the lead time history for the June Fundraiser. Kathy Pellett detailed needed materials and timeline for the June Fundraiser: evaluate and order supplies mid-April; materials to printer and printed by May 10th; and mail date of around May 15th. K. Pellett offered to help transition the coordination of the fundraiser.

Trustee retreat and training

Retreat rescheduling

Previously, a Board retreat (to be led by Lara Keenan) had been scheduled. This retreat was postponed in light of Director Tanzer's announced retirement. Trustees will check with Lara Keenan about her future availability and try to coordinate a retreat when the new Library Director has started in her role. Lara Keenan may be able to customize the session to meet our specific needs.

2020 Trustees and Friends Conference

The 2020 Trustees and Friends Conference is scheduled for Friday, May 29, 2020, at the Killington Grand Resort. Trustees are encouraged to register and attend.

Note: The Board is aware of the ongoing, evolving situation caused by the novel coronavirus that causes COVID-19, and understand that it may impact all group events, including this conference, the Library's planned Silent Auction, and other community endeavors. The situation will need to be monitored on an ongoing basis.

Approve Minutes from February 10, 2020, Meeting

A motion was made to approve the draft minutes of the February 10, 2020 meeting (D.Lord/V. Heybyrne). Approved by all.

Public comments

Kathy Pellett congratulated J. Copping on chairship, and on doing a great job running the meeting.

K. Pellett presented a detailed printed report on the Silent Auction. The submitted report outlines status and needs of the Silent Auction. She defined the committee members: Kathy Pellett, Mariette Bock, Colleen Garvey, Suzy Forlie, Judi Copping and David Lord.

It was important to note that additional sponsors and donations are needed for the Silent Auction. Trustees and other volunteers are needed to work on this to help meet goals. J. Copping shared that Mariette Bock has a list of who to go to.

Donna Matthews thought that Airbnb hosts and other bed and breakfasts should be contacted for support. Kathy drafted two letters on library letterhead; one for potential sponsors and one for potential donors of items. She also passed out a sponsor list culled from previous events and asked that trustees get back to her on the names of additional sponsors.

Sharon brought up the use of on-line bidding using the Bidding for Good service. This service would alleviate some logistical problems with bidding for certain items and provide another possible format should the coronavirus prevent a gathering and we still want to hold the auction.

Treasurer's Report

Treasurer Ed Grossman reported that our Profit/Loss Statement reflects expected revenues and expenditures to date. About one-third of our Repairs and Maintenance line has been expended due to snow removal.

Our Balance Sheet includes our Wealth Management account through January 31, 2020. E. Grossman pointed out that due to the coronavirus and other factors, the decline in the financial markets has impacted our WM account. After averaging an 18% gain over the past year, Feb 1 -29, 2020 shows an Unrealized Gain/Loss of -\$5,677.88.

Director's Report

Dierdre Doran, incoming Library Director, has passed her background check, been introduced to Town officers and is ready to start on April 1, 2020.

Census Day is April 1, 2020. St. Luke's LEGO contest is scheduled to be held at Newsbank on March 14, 2020.

Director Tanzer mentioned that Serve Pro was coming to clean all the carpets for \$500, following sprinkler system discharge earlier this season. She shared the positive interaction she had showing the prospective Town Manager around the library. Both Director Tanzer and Kathy Pellett felt that this person understood the value of our library for the Town of Chester.

Kathy reminded J. Copping that she should be on the list for the alarm company. There was also a discussion about working with the Town on having keypad style locks on the entrances to the library. This would give easier access to emergency personnel.

NEW BUSINESS

Library policies

Director Tanzer presented two Policies that needed minor amendments:

Home Delivery Policy: add – “or authorized volunteer”

E. Grossman moved (seconded D. Matthews) amending the policy as stated. Approved by all for March of 2020 adoption.

Library Internet Policy: – delete –” report computer problems to Library Staff”

D. Matthews moved (seconded E. Grossman) amending the policy as stated. Approved by all for March of 2020 Adoption

Gift Acceptance Policy: The Board will revisit this policy at the April, 2020 meeting. Prior to the meeting, Sharon will look at resources that E. Grossman provided and see if the current draft should be modified. E. Grossman will bring draft to Assistant Town Manager Julie Hance for review and discussion about having the Town Attorney review the policy before adoption.

There being no further business, a motion to adjourn was made by E. Grossman; seconded by D. Lord; unanimously approved. The Board was adjourned at 10:59AM until the next meeting on April 13, 2020.

Respectfully Submitted,

Lyza Gardner, Secretary