

WHITING LIBRARY BOARD OF TRUSTEES

Minutes — April 13, 2021

Trustees:

Robert Nied, Chair - Present
David Lord, Vice Chair - Present
Ed Grossman, Treasurer - Present
Lyza Gardner, Secretary - Present
Colleen Garvey - Present
Cathy Hasbrouck - Present
Donna Shields - Present

Others Present:

Deirdre Doran, Library Director

CALL MEETING TO ORDER

Chair Robert Nied called the meeting to order at approximately 9:31AM on the Zoom platform.

A motion was made (Lyza/Ed) to amend the agenda to add a review of the Library Director's updated reopening plan after the agenda item for *Director/Youth Services Report*. Approved by all present.

APPROVE MINUTES OF MARCH 9, 2021, MEETING

A motion was made (Colleen/Cathy) to approve the minutes of the March 9, 2021, meeting. Approved by all present.

PROCEDURAL REVIEW OF PREVIOUS ACTIONS TAKEN BY THE BOARD

Several motions and votes needed to be revisited because Trustee Cathy Hasbrouck hadn't filed an Oath of Office with the Chester Town Office (she has since completed the Oath of Office). Cathy wasn't the deciding vote in any vote since she joined the Board in fall 2020, but the motions that she made or seconded before her Oath of Office was completed were reviewed, re-raised and re-voted.

The following motions and votes were revisited:

From the October 19, 2020 meeting

Original motion:

A motion was made (Colleen/Cathy) to change the opening days of the Library from Monday, Wednesday, Friday, Saturday; to Tuesday, Wednesday, Friday, Saturday, effective January 1, 2021. Approved by all present.

Updated motion: A motion (text as before) was made (Colleen/David) and approved unanimously.

From the November 9, 2020 meeting

Original motion:

A motion was made to approve and adopt the Investment Policy Statement, including the edits proposed by Cathy Hasbrouck, amended to fix the spelling and duplication of Colleen Garvey's name was made (Lyza/David). Approved by all present.

Given that the Board would have considered input on the policy from members of the public, it was decided that no re-vote was needed.

From the November 25, 2020 special meeting

Original motion:

A motion was made to approve the budget as presented (Cathy/Colleen). Approved by all present.

Updated motion: A motion (text as before) was made (Lyza/Ed), approved unanimously.

Original motion:

A motion was made to write a letter of support on behalf of the board (Ed/Cathy). Robert abstains; all others approve. Motion passes.

Updated motion: A motion (text as before) was made (David/Colleen), approved unanimously.

From the December 14, 2020 meeting

Original motion:

A motion was made (Cathy/David) to approve the minutes of the November 25, 2020, special meeting. Approved by all.

Updated motion: A motion (text as before) was made (Ed/Colleen), approved unanimously.

Original motion:

A motion was made to accept the Treasurer's report (Lyza/Cathy). All approved.

Updated motion: A motion (text as before) was made (Lyza/David), approved unanimously.

Original motion:

A motion was made to amend the Personnel Policy to replace the 10 designated holidays with 5 designated holidays (New Years' Day, Independence Day, Veteran's Day, Thanksgiving and Christmas) plus 5 floating holidays of the employee's choice per calendar year (David, Cathy). Approved by all.

Updated motion: A motion (text as before) was made (David/Colleen), approved unanimously.

From January 11, 2021 meeting

Original motion:

A motion was made (Cathy/Ed) to approve the minutes of the December 14, 2020, meeting, amended to fix the spelling of Robert Nied's last name in the first paragraph. Approved by all present.

Updated motion: A motion was made (text as before) (Cathy/Ed), approved unanimously.

BOARD REORGANIZATION AND ELECTION OF OFFICERS

Election of Officers

Lyza Gardner nominated Robert Nied for Chair of the Whiting Library Board of Trustees, seconded by Cathy Hasbrouck. Robert abstains; all others vote aye.

Ed Grossman nominated David Lord for Vice-Chair of the Whiting Library Board of Trustees, seconded by Cathy Hasbrouck. David abstains; all others vote aye.

Lyza Gardner had requested not to continue as Secretary, in order to be able to devote more attention to fundraising considerations, but no other candidates were available. She agreed that she would continue to fulfill the Secretary role for the next few months. Ed Grossman nominated Lyza Gardner for interim Secretary for the following three months; seconded by Cathy Hasbrouck. Lyza abstains; all others vote aye.

Lyza Gardner nominated Ed Grossman for Treasurer; seconded by Cathy Hasbrouck. Ed abstains; all others vote aye.

Updating Committee Membership

- Personnel Committee: members will be Robert Nied, David Lord, Ed Grossman.
- Fundraising Committee: members will be Ed Grossman, Robert Nied, Lyza Gardner, Donna Shields
- Suzie Forlie Memorial Committee: members will be David Lord, Cathy Hasbrouck, Colleen Garvey and several members of the community.

TREASURER'S REPORT

Treasurer Ed Grossman reports no significant events since the last meeting. He recently attended an online event regarding the American Rescue Plan and funds available for Vermont libraries.

A motion was made (David/Cathy) to approve the Treasurer's report. Approved by all present.

DIRECTOR/YOUTH SERVICES REPORT

Library Director Deirdre Doran said that the Library operated with front-porch pickup during March, and celebrated Women's History Month. She has been applying for micro-grants with the state for summer reading programs and technology.

Deirdre completed the quarterly building inspection. The outdoor lights are still problematic.

Updated Library Reopening Plan

Deirdre Doran is proposing re-entering Phase 2 on May 1 (patron access by appointment), with the same guidelines in place as were previously approved.

Robert Nied asked what criteria were driving the decision. Deirdre Doran said that it was following the government and state's guidance (the *Vermont Forward* plan), and that the Library falls under *cultural organizations* in that plan.

One additional sentence was added to the reopening policy document because of updated requirements around contact tracing: *Patrons are required to give contact tracing information as stipulated by the state of Vermont.*

A motion was made (Cathy/Donna) to approve the re-opening on May 1 (Phase 2, by appointment) along with the addition of the new contact-tracing language to the policy. Approved by all.

NEW BUSINESS

Newly-Elected/Re-elected Trustee Onboarding Checklist

To obviate oversights regarding the Oath of Office and ensure that new or re-elected Trustees are on-boarded more smoothly, a checklist has been drafted.

Deirdre Doran asked to change some language around Policies and Procedures in the Trustee binder, as the entire document is too long to include in hard copy. It was suggested to include information about where to find the policies and procedures in the binder. Deirdre also suggested adding a checklist item to attempt to reuse a re-elected Trustee's binder instead of replacing it entirely.

A motion was made (Ed/Colleen) to approve the checklist with the adjustments provided by Deirdre Doran. Approved by all present.

OLD BUSINESS

2021 Fundraising campaigns

Robert Nied will organize a meeting of the Fundraising Committee soon to plan for upcoming fundraising campaigns.

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

N/A

PUBLIC COMMENT

N/A

ADJOURN

There being no further business, a motion to adjourn was made (Colleen/Donna) and unanimously approved. The Board was adjourned at 9:48AM until the next meeting at 8:30AM on May 11, 2021.

Respectfully Submitted,

Lyza Gardner, Secretary