

# WHITING LIBRARY BOARD OF TRUSTEES

## June 8, 2021-Approved Minutes

### *Trustees:*

Robert Nied, Chair - Present  
David Lord, Vice Chair - Present  
Ed Grossman, Treasurer - Present  
Lyza Gardner, Secretary - Present  
Colleen Garvey - Absent  
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 8:32AM on the Zoom platform.

### **APPROVE MINUTES OF May 11, 2021 MEETING**

A motion was made (Cathy/Donna) to approve the minutes of the May 11, 2021 meeting. Minutes approved unanimously.

### **TREASURER'S REPORT**

Financials - Ed Grossman stated that our finances are in order and similar to last month. Our revenues continue to lag due to the pandemic. Book sales are \$2000 less than budgeted, Copier Fees and Fines are about \$1900 less than budgeted, and Fundraising, to-date, is about \$1000 less than last year with \$17,000 more needed to reach our goal with the FR drives ahead of us. There are reduced expenses in Payroll. Measured spending in Book and Materials, Supplies, and Programs, until we get closer to the end of the fiscal year, should be adequate to offset any remaining reduced revenues.

Bank Accounts - Ed stated that our Money Market continues to accrue less than 1% interest annually, while our Preservation Fund gained about 7.5% since the May statement.

Preservation Fund - Ed was advised by Remus Preda, PUB Account Officer, that we need to pass a resolution in order to change the name of our Wealth Management Account.

### **Whiting Library Resolution of Bank Account Name Change**

A motion was made (Cathy/Lyza) to approve the following resolution and authorize Robert Nied, Chair of the Board of Trustees, to certify the resolution on behalf of the Board:

WHEREAS, the Whiting Library, Town of Chester, VT, is determined to change the name on People's United Bank Unrestricted Endowment/Wealth Management account as described hereunder.

RESOLVED, that the Board of Trustees is hereby authorized and approved to authorize People's United Bank to change the name on account number XXXXXXXX from *Unrestricted Endowment/Wealth Management Account* to *The Preservation Fund*, effective the date of receipt of this resolution.

Motion/Resolution was unanimously approved.

Ed also reminded the Board to consider our *Investment Policy* option for a 3%-5% draw for *Health Benefits*, as we monitor our finances closer to the end of the FY. He also reported that *Peoples United Bank* will become *M and T bank* in 2022. He gave an update on *Your Cause*, stating that we received an IRS letter that may help us activate this resource for corporate matching donations. He and Deirdre continue to work on this. Ed suggested that *Your Cause* may be a resource we promote for fundraising and that the *Preservation Fund* may be promoted for endowments.

A motion was made (David/Donna) to approve the Treasurer's report. Unanimously approved.

**DIRECTOR/YOUTH SERVICES REPORT** – Deirdre shared the highlights of her comprehensive written report. She also shared the highlights of the Youth Services Librarian's Report. YSL = Youth Services Librarian

*Green Up and Seed Down* - The 2<sup>nd</sup> Annual Green Up and Seed Down event on the front lawn was a success. We continue to be a coordinator for the event. A concurrent book sale raised \$426.75.

*Patronage* – Although the library is currently open by appointment, many patrons just show up. Patrons enjoy being able to return to browsing. Others ask when the library will reopen. She expressed the interest residents are showing in the library returning to “normal.”

*Book Club* – The book club read *The Woman in White* by Wilkie Collins, a really long book that provoked lots of opinions. They meet next on June 22<sup>nd</sup>.

*Summer Reading Program for Adults* – She discussed the possibility of a small summer reading program for adults, offering a prize as an incentive.

*Story Time* –(YSL) Attendance was low, however, it is expected to increase when it shifts to the outdoors.

Summer Reading – (YSL) 10 Students have already signed up for the program that begins June 15<sup>th</sup>. Middle schoolers will not be attending over the summer.

Nature Program – (YSL) We are sponsoring an outdoor nature program for 7 weeks with cool crafts and activities.

**Reopening Plan** -The director and the board discussed transitioning from WL Phase Two (State of VT Step 3) with visitation by appointment with capacity limits and other requirements, to WL Phase Three (State of VT Step 4) where the library is open without appointments and capacity limits, and with certain requirements (e.g. masks required for unvaccinated patrons – self identified).

The key to transitioning to WL Phase 3 is reaching 80% vaccinated Statewide. Currently VT is at 79.4%, rapidly approaching the 80%. The Director requested that the board empower her to move to WL Phase Three when the 80% threshold is reached, most likely before the next board meeting.

A motion was made (Lyza/David) to authorize the Director to move to WL Phase Three (VT Step 4) when the State of Vermont announces that the 80% threshold has been reached. Unanimously approved.

**Strategic Planning** – Deirdre announced that the survey would go out today (6/8/2021). Amy Howlett, Consultant, was calling today about signing the contract. Deirdre relayed that she amended the contract, with authorization, to change the deliverables required for payment. Basically, she – Deirdre – would be drafting the Strategic Plan with Amy’s role being to run the groups and do the preparatory work required for Deirdre to write the plan. Deirdre said she was in the process of drafting an invitation for people to attend Strategic Planning conversations and asked for suggestions for participants. They will start in the beginning of July.

**Grants** - The library received the money from two small grants through the Vermont Department of Libraries. The Summer Programming grant money of \$200 will be used for craft supplies for the Summer Reading Program. The Technology Grant of \$400 will be used to buy Chrome books for lending to library patrons.

## **OLD BUSINESS**

Fundraising – Robert reported that the new letter was delayed at the printer but felt we could still meet our timeline. He also wanted to increase our email and digital outreach to patrons/community members. Board members and Deirdre discussed emailing the fundraising letter using Mail Chimp. Deirdre will send the letter to those on the email list using Mail Chimp. We also discussed using social media. A decision was made to have outreach to digital donors using Facebook and the WL Newsletter using PayPal. We will also include the address for the library for those who want to send in a check. Lyza pointed out that our digital outreach is in its

early stages and that we should plan on building it as a resource each fundraising cycle. A question was raised about broadening our use of social media platforms. Lyza suggested that we explore this going forward and put it on the agenda for our next fundraising meeting.

Suzy Forlie Memorial – David Lord gave an update. He said the 1<sup>st</sup> committee meeting was taking place at 7pm on zoom. Cathy reported on the agenda that included a presentation of ideas about a tangible memorial on the property of the library. There was also a discussion about the outdoor space available for use. There needs to be clarification on the lot(s) and space available for the proposed memorial. Robert suggested that the scope, scale, and footprint may overlap with Strategic Planning.

### **NEW BUSINESS**

### **PUBLIC COMMENT**

N/A

### **ADJOURN**

There being no further business, a motion to adjourn was made (Donna/Cathy) and unanimously approved. The Board was adjourned at 9:14AM until the next meeting at 8:30AM on July 13th, 2021.

Respectfully Submitted,  
Ed Grossman, Trustee