

Whiting Library Minutes
Regular Meeting

July 12, 2022, at 6pm

Whiting Library was closed due to windstorm power outage

All participation was via Zoom

In Attendance: Trustees Donna McNeill-Hudkins, Jesse Bailey, Bill Dakin, Matthew Gorsky, Lora Cokolat, John Garison, and Sam Comstock.

Call To Order:

Additions To The Agenda: None.

Approve Minutes From June 29:

Treasurers Report: Lora Cokolat (Tresurer): Provided June 30 Balance Sheet and Profit and Loss Statement.

The Town of Chester 2022 Budget covers fuel, utilities, water/sewer, repairs/maintenance, library expenses, and Library Fund (employees' compensation). The Town of Andover contributes \$2,700. Towns' funding is agumented by library fundraising, donations, book sales, and grants. Fundraising for 2022 was budgeted at \$18,000, of which \$7,450 has been realized to date.

Money Market balance at \$29,247.16

The Library Preservation Fund balance at \$155,000. It was suggested to have the fund manager come speak to Trustees about the fund.

The Library does not have a checking account – deposits and payments are processed by the Town of Chester for the Library.

There is a credit card, in the name of the past Director, with a \$1,500 limit. It has been used by the employees for supplies.

PayPal account is connected to a prior Trustee's SSN; this needs to be changed, and ideally not to an individual's SSN in the future.

Kindful is a contact management platform used by the Library.

There is a Town of Chester budget carry-over account that can be accessed in certain situations.

Trustees expressed appreciation to Staff for being frugal, and to donors for their ongoing support.

Bill suggested an audit of the books to allow the Trustees to confidently assure the townspeople of that the Library's books are in order.

Personnel Committee: Donna reported one potential substitute librarian was contacted. The Director job announcement was finalized. **Motion to accept job posting** made by Bill, seconded by Matt. Unanimous approval.

Fundraising Committee: Needs to meet.

Technology Report: John reported there needs to be a complete handover of accounts to the new Board, including the website and any other accounts. Suggests Trustees' email accounts within the whitinglib.org domain, as opposed to pursuing a dot-gov domain. Past Trustees are assisting with the handover of Kindful. Lora reports there are previous Excel files from past Treasurers. Matt is researching cell phone plans, checking with the Town regarding their plan. Past Director had indicated the cell phone was useful for capturing images of events for later use.

Policies Review: The Trustees intend to begin reviewing individual policies, in an ongoing rotation, with the intent to review each policy annually.

Public Comment: None was given.

A **motion to adjourn** made at 7:35pm. Motion by Joh, second by Matt.

Respectfully submitted on August 5, 2022 by Sam Comstock.