

1 **WHITING LIBRARY REGULAR MEETING NOTES - Meeting Originally Scheduled for July 11, 2023**

2 1 week delayed due to flooding – Meeting Held on July 18<sup>th</sup>.

3 Attending Meeting at Community Room – Chris Burks, Sam Comstock, Matt Gorsky, Pamela Johnson-  
4 Spurlock. Via Zoom – Donna McNeill-Hudkins & Lora Cokalot. Absent: W. Dakin and Jesse Bailey

5 Matt called meeting to order at 6:07 PM as we had a quorum.

6 Any additions to Agenda (2 items Lora asked about will be put under new Business).

7 Chris asked about having Emergency System that the library could point people to. We would refer it to  
8 where the Town refers people to.

9 Approving minutes from last week. Donna sent out last week.

10 Input on spelling from Sam . . . type-o on his name – Same instead of Sam (2<sup>nd</sup> line on 2<sup>nd</sup> page)

11 No other changes need to be made. Motion to approve. Minutes approved.

12 Donna will correct and re-post as approved.

13 Next on Agenda is Treasurer Report – Sam Comstock

14 Donations are continuing. He has several addresses to send Donna to do Thank you notes. There is a  
15 large donation, Pamala will review in her report. Donna stated that for a large donation, the Chair  
16 usually sends the note. Donna will send from Matt (as we have his signature).

17 News from the Town Hall is that Cil is retiring. They are hiring someone. They are re-evaluating the  
18 position. Ad is out there already.

19 Stock & Bonds, we're ½ way through the year. We still have the town contribution outstanding. There is  
20 still a shortfall, which is probably due to fundraising.

21 Book sale is below budget, something Lora wants to talk about. There is a miscellaneous item for  
22 \$3,000. Does anyone know what that is for? Donna will look through the original budget file to see  
23 what it might be.

24 Grants are good, we're not too worried about it. Pamela has it covered.

25 The tech equipment budget is high, but we have approved the additional expenditures, so we will be  
26 over budget there.

27 Expenses look great, we have stayed in line with the budget (the only exception being the equipment).  
28 We know that the mailing budget will be high for the fundraising mailing.

29 Any comments on the Treasurer Report. Pamela has not submitted any professional development so far  
30 as most has been free. We do recommend and support if there is anything on-line for the staff. As we  
31 do have it budgeted, please use it. Will train in CPR.

32 Funds are gaining, not much per the Market. It is long term.

33 Motion to approve the Treasurer Report. All approved.

34 If you have any questions, let Sam know.

35 Next, Pamela read the Library and Children's Librarian reports. Attached.

36 We then had some technical difficulties with the Zoom. We all came back.

37 Motion to accept the Director & Children's Librarian Reports – All approved.

38 Committee Reports –

39 Technical Committee, on hiatus – only that Larry is coming in.

40 Fundraising – We have envelopes stuffed, just waiting for the address database. The town said we could  
41 run the mailing through their machine and charge them back. Pamela has put the letter on the web-  
42 site with the link to PayPal. Will ask if the machine also seals the envelopes.

43 Sam has the database complete – 900+ Chester addresses. Just has some questions. Pull out many  
44 duplicates, sorted by address, po box, and some names. Want to check on format too, will email  
45 questions. Format question on formatting for zip code. Is in a form that it can go into Excel.

46 Any discussion on the Fundraising. Lora looked at the link on the website and it has old information.  
47 Pamela will look at and update. Lora has some envelopes stuffed at home; she will drop off at the  
48 library. Motion made to approve the Fundraising report. Approved.

49 Old Business - Nothing

50 New Business – Book Sale with the news of the Book Store in Town closing. Sad that the bookstore is  
51 closing, it is a treasurer in the town. Now there will be a gap. Is there something the library can do to fill  
52 the need here in town. Maybe get records, other items. Is there a way we can get items and display  
53 them at the library. Can we capitalize on it, if we know more of what is wanted, we can fill that need.

54 Examples of popular authors etc. Pamela concern is that we were planning to downsize the booksale  
55 area as we don't have room, and the staff to support it. We will put out a request for books for the  
56 book sale in the fall. Losing the bookstore is a big loss, but, we are a Library, not a book store. It could  
57 add to the income to the Library. However, we are looking to reduce the footprint of the book sale area  
58 with the renovations so where will we put these books. We do ask for books 2013 and newer, we do  
59 take into considerations for classics. We also have CDs and Audiobooks. Could we add space outdoors  
60 for sale books? Something attached to the library. We would have to talk to the town, and right now  
61 Julie is talking to a landscape architect and the library would be more "park" like. We could investigate  
62 putting a small area upstairs in the library with books and other items.

63 As there are many people travelling through Chester, we could take advantage of selling them books.  
64 There was a woman who was travelling in a camper, she donated her books and bought others.

65 We could look at having up to date DVDs, records and CDs available once we have a defined space. We  
66 could ask for record donations (we don't have records donated to us now). Maybe specify popular  
67 authors to our donation request list.

68 Emergency Notification - Lora is new to the area, and was frustrated trying to get information during  
69 the Emergency. The town said that Vtel doesn't have "robocall" ability. The Library is a great place for

70 information, in addition to the town. If the town communicated with us, the library could help  
71 communicate. It would /be a good service to our communities.

72 We don't think it would be the responsibility of the library to communicate, but they could help spread  
73 the word, but posting information. It is important to work with the town. The town does need to  
74 communicate to all departments. Maybe email blasts to all departments, who then can forward others.  
75 This is a Julie/Town matter, but we can support her. The town has a town and emergency plan at VT-  
76 Alert.gov We do have a Library Emergency Policy. It is a slow process to get the Town to work with the  
77 library.

78 We all had trouble getting information from the town on flushing lines, boiling water requirements, who  
79 and where was a shelter? We were underwhelmed in finding information even from social media. It  
80 would be better if there was an organized chain of communication. The library would like to be part of  
81 the Communication Process.

82 Final – there should be a better central source of information, and the library could be part of it, but it is  
83 not the library's responsibility to start it. We must start with the Town.

84 Policy Review – Infectious Disease Outbreak Policy. – Reviewed, no changes needed. Approved and will  
85 add footnote that the policy was reviewed on today's date. Motion to maintain policy with no changes.  
86 All Approved.

87 Motion to enter Executive Session to discuss Personnel Matter

88 Entered Executive Session at 7:18 PM

89 Exited Executive Session at 7:44 PM

90 Motion to Adjourn. Adjourned at 7:46 PM

91 Submitted by Donna McNeill-Hudkins – Secretary.