

WHITING LIBRARY BOARD OF TRUSTEES

Draft Minutes – Special Organizational Meeting

Wednesday, June 22, 2022, 6:00 PM

Meeting held via Zoom with physical meeting access in the library's Community Room

Trustees Present: Matthew Gorsky, Will Dakin, Carlton (Sam) Comstock, Donna McNeill-Hudkins, Lora Cokolat, Deirdre Doran, Library Director – in person. Jesse Bailey, John Garison, Chester Telegraph, and members of the public – via Zoom.

CALL TO ORDER

The meeting was called to order by Donna McNeill-Hudkins at 6:01 pm.

WELCOME NEW MEMBERS

New trustees, Matthew Gorsky, Will Dakin, Carlton (Sam) Comstock, Lora Cokolat, Jesse Bailey and John Garison were given a warm welcome by Donna McNeill-Hudkins. Each members introduced themselves and provided a little bit of background.

REVIEW “ORIENTATION FOR NEW TRUSTEES”

Donna answered any questions new trustees might have.

- Town of Chester owns the library building
- Town of Chester provides the library with a budget
- Town of Chester takes care of library payroll
- The library has investment accounts
- Fundraising is done through annual book sale, letter to donors, there's a program called “Kindful” that keeps track of all donors and donations.
- The Treasurer works closely with the Town of Chester
- Fiscal year ends in December
- Deirdre Doran is in the process of applying for a community matching grant called “Better Places” that is made available by the Vermont Agency of Commerce and Community Development. Deirdre is working with Julie Hance, Chester Town Manager. The grant is for \$40,000 plus trustees will need to come up by summer 2023 with \$20,000 in matching funds through crowdfunding and donations. The grant is to improve the outdoor space behind the library. Currently Deirdre is waiting on the conceptual designs to include in the grant application.
- Deirdre's last day is June 30, 2022. There's a list of substitute librarians called “Vermont Library Substitute Pool (VLSP)” that the Vermont Library Association makes available. The trustees will need to look into hiring someone from the list until we have a new director appointed.

POST-ELECTION REORGANIZATION

- Election of Officers
 - *A motion to nominate Donna McNeill-Hudkins as Chair was made by Will Dakin, seconded by Matt Gorsky. Approved unanimously.*
 - *A motion to nominate Will Dakin as Vice-Chair was made by Donna McNeill-Hudkins, seconded by __. Approved unanimously.*
 - *A motion to nominate Lora Cokolat as Treasurer was made by Will Dakin, seconded by Donna McNeill-Hudkins. Approved unanimously.*

- *A motion to nominate Carlton (Sam) Comstock as Secretary was made by Donna McNeill-Hudkins, seconded by _ . Approved unanimously.*
- Re-establishing of Committees – Donna McNeill-Hudkins asked that trustees to let her know which committees they are interested in serving and stressed the importance of active trustee participation at the committee level. Anyone is welcome to attend committee meetings, not just committee members.
 - Programming: It was decided to table the programming committee as there might be a conflict of interest in creating this committee. Designing library programs is the duty of the librarian and not the trustees. The trustees would like to review strategic plan to learn more what the community wants. Deirdre explained that a new 5-year strategic plan was created in 2021 with community input but not yet approved. ACTION: Deirdre will provide the Strategic Plan to the Trustees to review.
 - Fundraising: Focus on refining approach to identify current and new donors. Will Dakin, Jesse Bailey, and Donna McNeill-Hudkins agreed to join this committee.
 - Personnel: The immediate pressing issue is to appoint a new library director and to review/post the current job description. The question was posed to Deirdre Doran if she would reconsider about resigning, but Deirdre respectfully declined. Lora Cokolat, Matthew Gorsky, John Garison, and Jesse Bailey agreed to join this committee.

OLD BUSINESS

The trustees unanimously approved a 4% cost-of-living adjustment for library employees with retroactive pay dating back to January 1, 2022.

Deirdre's last day is Thursday, June 30, 2022. Carrie King, Youth Services Librarian will be going on vacation from June 28 - July 2, 2022. Will Wilcox, Assistant Librarian will be able to staff the library until 3 pm on Friday, July 1. The library will be closed on Saturday, July 2 in observance of the 4th of July holiday. Donna McNeill-Hudkins will get in contact with Carrie K. and Will W. to inform them that they can reach out to her for any questions or concerns. The library will need to post the adjusted hours for Friday, July 1 since the library will only be open till 3 pm.

NEW BUSINESS

- Donna M. will contact the VT Library Association to learn how the substitute list can be accessed.
- An exit interview will be held with Deirdre Doran on Wednesday, July 29, 2022, from 2-3 pm. The trustees will go into executive session. Lora C. and Matt G. will be available in person while Carlton (Sam) C. and Jesse B. will zoom in for the session. ACTION: Donna M. will provide the members with sample questions.

ESTABLISH REGULAR MEETING TIME

It was unanimously approved to hold regular meetings on 2nd Tuesday of each month at 6 pm. The next regular meeting is scheduled for Tuesday, July 12, 2022 at 6 pm.

PUBLIC COMMENT

None.

There being no further business to discuss, a motion to adjourn the meeting was made by Donna McNeill-Hudkins; seconded by Will Dakin. Unanimously approved. The meeting was adjourned at 7:25pm.

Respectfully submitted on June 25, 2022 by Lora Cokolat.