

Whiting Library, Chester, Vermont

Regular Monthly Meeting of Board of Trustees

Meeting Notes – Tuesday, December 12, 2023 Approved

- 1 In attendance at the Whiting Library Community Room: Matt Gorsky, Donna McNeill-Hudkins, Sam
- 2 Comstock, Chris Burks & Gail Zachariah (Library Director). Attending via Zoom: No one. Lora Cokolat
- 3 out sick, Bill Dakin had a conflict.
- 4 Matt called meeting to order at 6:22 PM We waited until we had a quorum.
- 5 Additions to the Agenda –None
- 6 Approval of Meeting Minutes from November. Move to accept. No Discussion. Minutes approved.
- 7 Treasurer Report by Sam Comstock. See attachments. He showed a projected column. It looks like we
- 8 will be at a loss. Fundraising is where we were low. Short on income. We are up on Donations, a
- 9 \$5,000 donation just came in recently. Expenses are going to be above budget. Not major items, but,
- 10 in some areas we were higher than projected. There were some things we planned on spending more
- 11 on. Cleaning and Upgrading equipment. One item is that we were \$1,000 over budget for
- 12 Administration. We don't know what "Administration" is. Gail will clarify. Donna noted that when we
- 13 did the budget last year, it was without the knowledge of the details of what went into the budget as we
- 14 did not have a Librarian at the time.
- 15 Where is "Kindful" under the budget? Should it be under Fundraising or is that under Administration.
- 16 We should look at the account that the invoice was charged to. We did have Fundraising expenses,
- 17 printing letters, folding, envelopes. We did reduce some of the printing as we inventoried what we
- 18 already had (envelopes & donation envelopes), plus the mailing.
- 19 Giving Tuesday was just from Social Media. It can probably be done from Kindful, but we have to figure
- 20 it out.
- 21 We started to brainstorm on how to get more fundraising. That will be a separate meeting.
- 22 In 2021, fundraising was \$16,000. In 2022, it was \$7500. We had not done any fundraising for almost 2
- 23 years. We budgeted the \$22,000 for 2023 as we thought we could go above the 2021 numbers.
- 24 On the Balance Sheets, the due to/from there is a change of \$41,000 (that is the \$11,000 down on
- 25 income and \$22,000 of expenses). We have not included the Andover funds yet. Last year we had
- 26 \$148K at this time, this year we are down to \$106K. In looking at the investment accounts we are down
- 27 (up from the low, but, still down from where we were at 2021).
- 28 Move to accept treasurers report. Accepted.
- 29 Review Director and Youth Librarian reports. Gail discussed the Book sale area. Now open on
- 30 Saturdays. She has found someplace that will take the books that have not "moved". Gail also would
- 31 like to discard multiple copies of things we have in the Vermont Room. We may ask the Chester
- 32 Historical Society if they may want some of them, as well as selling them to some of the used book
- 33 stores in the area.
- 34 She also has made some changes on the website. Made changes on some of the drop down menus.

35 Motion to accept Youth Librarian and Director's reports.

36 No committee reports. We will re-organize the Fundraising Committee. Gail suggested that this is a
37 year long process. Ask some Andover people to be on the Fundraising Committee to involve them. We
38 need people who are comfortable asking their friends for money. We also had talked about focusing on
39 getting more volunteers at the Library.

40 Old Business – Retirement. We had sent everything to the State VMERS that was asked for. The
41 information is going to be sent to the employee's homes. There is an option to sign up now. Any "new"
42 employees that are hired will not have an option. If our current employees don't sign up, then we
43 would not have to include the funds in the budget. This year is would only be for half a year as it
44 wouldn't start until July 1, 2024.

45 BUDGET – The budget is on the agenda to be presented to the Chester Selectboard on December 20th.
46 Gail presented to the Town of Andover on December 11th.

47 Gail had done the presentation and based it on what Sam had. The actuals for 2021, 2022 and the
48 actuals so far for 2023. Overall, the cost of the employee compensation is the biggest increase as we
49 are bringing the employees up to what they should be paid. The funds that are in our accounts. We
50 have to remind that half of that is a preservation fund, and we have lost some of it in the Market.
51 Should we investigate pulling annual funds, but, if we did that it would not grow.

52 Submit the strategic plan. The presentation Gail has, refers to the Strategic Plan. Note, that Vermont
53 Legislature states that there will be a Library. We reviewed the details. It is just a little more than what
54 we requested last year for Chester. Gail discussed the non-resident fees & resident fees. She showed
55 what other towns with similar population numbers pay per capita, Chester is low, but coming up.

56 Gail asked if it might be easier to move to a fiscal year (July through June)? Andover is that way, is
57 Chester?? Our impression is that Chester is calendar year.

58 Should we approve the budget as we see it now. There is not time to have a special meeting to review
59 with those who are absent. Motion made to accept budget as is for Gail and Matt to present to the
60 Chester Selectboard on Wednesday next week. No Discussion. Approved.

61 Pushing Policy review until next month.

62 No Public in attendance.

63 Motion to adjourn approved. Adjourned at 7:29 PM

64 Submitted by Donna McNeill-Hudkins