

Whiting Library, Chester, Vermont

Regular Monthly Meeting of Board of Trustees

Meeting Notes – Tuesday, October 17, 2023 - DRAFT

1 In attendance at the Whiting Library Community Room: Matt Gorsky, Donna McNeill-Hudkins, Chris
2 Burks, Sam Comstock, Bill Dakin. Attending via Zoom: Lora Cokolat, absent: Jesse Bailey

3 Matt called meeting to order at 6:11 PM

4 Additions to the Agenda –None Chris asked about new board chair recommendations, Matt said that
5 would be under “New Business”

6 Approval of Meeting Minutes from September. Move to accept. Minutes approved.

7 Treasurer Report by Sam Comstock.

8 Sam did not send out the reports. Not seeing much new. We know we are under in Fundraising. We
9 are about \$3,200 under budget there. Donations are up. Grants are under budget, not by much. The
10 “town” money has not been added yet. Sam will check with Laurie. Expect it by October. All in all we
11 are pretty close to the budget. The glaring loss is in Fundraising, but, that is being offset by Donations.
12 Laurie the new Financial person has emailed about some adjustments she has made on individual
13 invoices, more of her making sure that previous payments are accounted for.

14 Bill asked about what we mean by Laurie making “tweaks” to paying the invoices. Same read Laurie’s
15 email with the details, again, just detailing how she adjusted payment of invoices as they did not reflect
16 previous payments, one for Property Management. What is the “Property Management”? Sam will
17 verify.

18 Bill asked if the computer upgrade complete. It looks like it is done, we will have to verify with Larry. He
19 was out for awhile, so he is somewhat behind. We are paying for the computer upgrades by taking the
20 funds from the “To/From” account. The “To/From” account looks down, but, this is where the money
21 from the Town goes into. There is a difference from last year to this year, and it is from the intense
22 “cleaning” we did at the Library, as well as the initial purchases for the Technology upgrades.

23 Looking at the M & T Bank accounts. We had a checking account draw down. The Money Market is
24 about the same as 1 year ago. It is down, but that is from the “Market”. Do we use the Money
25 Market? We haven’t. Where does the Debit Card funds come from? Does that come from the Petty
26 Cash account? It has to be tied to a Bank Account. We should verify where the Debit Card is drawn
27 from. Same said he’d be around Thursday and he’ll talk with Laurie at the town to clarify.

28 The Preservation Trust is down. Compared to where we were two boards ago (last June), where is the
29 Money Market standing? We’d have to look. Lora believes it was \$190K, now it is down, due to the
30 economy. There has been a slight upswing for a few months, but it is down again recently.

31 We could invite the people managing the funds to speak to us again. Maybe we can change the
32 investments. Now that we have a new Director, we should plan on meeting with the bank.

33 We have to start the Budget Process. We put it together last year in October. We need to sit with Gail
34 to start working on the Budget.

35 Motion to accept Treasurer’s Report. No Discussion, approved.

36 Director and Youth Services Reports - We have one from Carrie, nothing from the Director as there
37 wasn't one. Carrie sent to the Chair, it was not distributed to all. Matt will forward and we can review
38 for next time

39 So, our first meeting with the new Director will be on November 14th

40 Fundraising Committee – how did we do on the Booksale? Day one was \$1,628 and Day 2 was \$777.
41 Last year we did better, but there were many more books, and we had many more Children's books.
42 Comments were made that there was fewer books available this year.

43 Do we want to do a mailer again for "Giving Tuesday" we have the mailing list, we really just need to get
44 it printed and mailed out. Giving Tuesday is the Tuesday after Thanksgiving. Donna will work on a
45 time-line to see what we can do. We may do a card similar to what the Family Center does.

46 Policy Review - Personnel Benefits Policy (from last month) Right now we just started the sub-
47 committee with the Selectboard, so this policy may change in the future. For immediate update we will
48 add Juneteenth. There are currently 10 paid holiday. Adding Juneteenth will make it 11 paid holidays.
49 We can revise policies at any time, the schedule is something that makes us take a look at Policies on a
50 regular basis as it is one of the Trustee's main duties. The last time this policy was revised says 2020.
51 It's not too distant, but, this is a new Federal Holiday, that happened since the last time this policy was
52 reviewed.

53 As we talk about revising this Benefits Policy, we think the meeting with the Selectboard will lead to a
54 few more meetings to bring resolution to the benefits, but, it will probably not be for awhile. We expect
55 2 or 3 months for the Process.

56 Need to update the hours that the Youth Librarian works. It does not reflect the 30 hours that the
57 position was increased to.

58 Motion to add Juneteenth and increase Paid holidays to 11 and make the Youth Librarian hours from 28
59 to 30. Clarification asked about Federal Holidays and Paid time off. There are 13 federal holidays. 5
60 of them are on days we're open – fixed, those are considered Holiday Pay. The other days that do not
61 fall on days that we are normally open, are given as Paid Time Off. i.e. Thanksgiving is a fixed holiday on
62 a Thursday, we are not open on Thursdays, so the employees get the hours as paid time off. For
63 Indigenous People Day, we closed the Saturday of the weekend off. This is something the Director can
64 decide (keeping track of the Paid Time Off).

65 Collection & Development Policy: Motion to add the wording Sexual Orientation and Gender Expression
66 to Section 5, 2nd paragraph. Looks like this had been updated back in October 2022 with some small
67 changes. No discussion. Motion approved.

68 Clarification on who updates the policies, the Director normally does. Donna will do it at this time.

69 New Business – Motion to accept the resignation of Jesse Bailey from the Board and we thank him for
70 his participation and work on the Board. Motion accepted.

71 The Selectboard usually appoints new trustees. We, as a board can ask people to submit to the town
72 their interest. If we don't know the people who are interested, can we ask to interview people who are
73 interested, or ask for a resume? We just tell Julie about the opening and let the town vet the people.

74 The next Selectboard meeting that they could be interviewed at would probably be November 15th. It's
75 not a big deal if someone is not appointed right away should be OK. Issue may be if there is a
76 "stalemate" on a vote. We have found that this board is reasonable and compatible, so likelihood of a
77 tie on a decision is not likely.

78 What we're doing is, let Julie know. Let her open it up and ask for people who may be interested and see
79 what the response is. (Note, ad has been placed in the Vermont Journal asking people who are
80 interested to contact Matt Gorsky).

81 Public Comment: - No public in attendance.

82 Motion to adjourn approved. Adjourned at 7:09 PM

83 Submitted by Donna McNeill-Hudkins