

Whiting Library, Chester, Vermont

Regular Monthly Meeting of Board of Trustees

Meeting Notes – Tuesday, August 8, 2023 - DRAFT

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

3 Matt called meeting to order at 6:09 PM

4 Additions to the Agenda – Pamela would like to address the Board. Motion to accept.

5 Pamela has submitted a letter of resignation to Matt and the Board. This was a decision she did not take  
6 lightly, but needs to make the change for her work and family life balance. She knows that the library is  
7 currently is on the cusp of new upgrades and will make every effort to make sure the transition to a new  
8 Director runs smoothly.

9 Pamela plans to take her remaining comp time resulting in her last paid day on Sat, Sept. 16<sup>th</sup>. Last day  
10 on-site in the Library will be Tuesday, August 29<sup>th</sup>, 2023. She is willing to work at her current hourly rate  
11 for 5 hours per week during non-library hours until we find a replacement. She will be on Holiday the  
12 first two weeks of October, so will not be available then. She Thanks the Trustees for all of their help  
13 and she will truly miss you all, as well as the Whiting Library.

14 The Board thanks Pamela for all the work she has done, and we wish her well. No one will fault you for  
15 taking the opportunity that came up. With the new position she also gets health benefits, additional  
16 holidays and Vermont Retirement. She can now concentrate on research and history, which is what she  
17 loves. She will be in charge of non-fiction. She will miss us, and is willing to be there to help transition.

18 The board asks for a time-line for the upgrades. Larry will be coming in to upgrade the hardware and  
19 Pamela will be testing and making sure everything is all set. The upgrades to the Library building itself  
20 is with the Town (Julie) still and moving forward.

21 Matt brought up the fact that we are only 2 months out from Budget Season. Asks Pamela if she has put  
22 together anything yet. Pamela said she has not, but she will set up some time with Sam to get together  
23 to get some input. And a guideline. Input on where there were difficulties and where things were tight,  
24 and make a few adjustments.

25 The hardware and software upgrades status. We will then have to update the new Director.

26 We will have to open a search for a new Director. Pamela suggests posting the job on several sites, she  
27 will forward that information to Donna (Secretary) to post. Donna will forward the existing Job  
28 Description and Posting to Pamela to update as needed. Will get the job posted ASAP (probably August  
29 15, 2023)

30 The thing that is a big worry is the housing market, so hopefully we can find someone more local.

31 Matt noted that the “per diem” person that Pamela hired has started training, and she would be able to  
32 fill in some hours after Pamela leaves. Pamela suggested that Colleen may be able to help more, and  
33 she deserves a pay bump.

34 Bill suggested we go into Executive Session to discuss. Move to enter into Executive Session to discuss  
35 Personnel Matters. Approved. Entered Executive Session at 6:25 PM

36 Returned from Executive Session at 6:50 PM

37 APPROVE Minutes from last meeting – other than some type-os, there is a motion to approve the  
38 minutes – no discussion – all approved.

39 TREASURER REPORT – Sam did not forward a report, as he did not receive any update from the Town.  
40 He did receive a stack of donations that have come in from the Fundraiser mailing and thru PayPal.  
41 Donna will enter the information into the Kindful Database. Sam will pull the checks and Donna will  
42 enter. There was some cash that came in, so Sam has to bring to the Town Hall, and has to complete a  
43 form. Should he be keeping a set of books? Or, just let the town keep it. The Kindful database keeps a  
44 record on our side.

45 Do we need an “official” deposit bag. There used to be a bag, it was brought to the town and he never  
46 got it back. Sam’s process is that he takes any cash and puts it in an envelope and brings to the town.  
47 Sam asks Lora, how did you handle it with Cil. Lora said she would pick up the cash from the cash  
48 register every two or three weeks, and she would give to Cil and the Town would do the Deposit. Lora  
49 would give Donna the addresses for thank you notes, and would enter the info into Kindful. Donna is  
50 fine entering the info into Kindful and sending out the Thank you notes. Sam just has to give her the  
51 names and addresses.

52 How is the Fundraising going. We’ve received about \$200 via PayPal for the Fundraising and another  
53 \$1,000 in checks so far. We did receive an anonymous donation specifically for the Vermont History  
54 Room for laptops and USB drives separate from the Fundraising mailing.  
55 Sam asks if we have Microsoft Office as he suggests we get Access, the database program.

56 Motion to accept treasurer report – - Discussion – Sam asks if he gets the info from Cil, should we have  
57 another quick meeting, or just forward to all via email. As it is public record, Chris suggested that he  
58 forward data if he gets it. We will review at next meeting. All accepted and approved.

59 Pamela read the Director and Youth Services reports. (Attached separately).

60 Motion to accept made and accepted. All approved.

61 Committee Reports – Pamela Covered what’s going on with Larry for Technology  
62 Fundraising covered in Sam’s report.

63 New Business – reopen the Hiring Committee. Donna asks Pamela to review the Job description and  
64 posting. She will suggest edits and changes. She will have the updated contact information with the  
65 Vermont Library Association etc. We would like to get this done within 3 months. Matt suggests  
66 Donna to be on the hiring Committee, as well as Lora and Matt. 3 People should be OK, Chris is willing  
67 to help.

68 In the past, those on the hiring committee went through resumes, presented to the whole Committee  
69 and then they were invited. We would like the posting to go out by next week (August 15<sup>th</sup>?)

70 We had a list of questions and Matt still has them.

71 Motion to form a new Hiring Committee, all approved. Motion Carries. Matt, Lora & Donna.

72 Monthly Policy Review – Fundraising & Gift Giving Policy – The Restricted and un-restricted forms are  
73 referenced under “Bequests” only. Discussion as to whether we have any donors sign these forms.  
74 Suggestion that these forms are only for Bequests. Add the word “Bequest” to the title of the forms.  
75 Suggest adding to Fundraising paragraph the Tax Deduction Policy text

76 Text on the on-line policy does not seem to be the same. Pamela will review all and make sure they all  
77 line up and are consistent. Pamela will add text and we will review and accept at the next meeting.

78 Motion to review this policy next month under Old Business

79 Public Comment – No public.

80 Meeting adjourned at 7:39 PM

81 Submitted by Donna McNeill-Hudkins, Secretary – 8/14/2023