

1 **WHITING LIBRARY BOARD OF TRUSTEES – Regular Monthly Meeting – June 13, 2023**

2 **MEETING MINUTES - Draft**

3 In Attendance in Community Room: Chris Burks, Sam Comstock, Bill Dakin, Matt Gorsky, Donna McNeill-
4 Hudkins, Pamela Johnson-Spurlock (Library Director) .

5 Via Zoom: Lora Cokolat,

6 Matt called meeting to order at 6:11 PM

7 Additions to items on the Agenda: Pamela asked if we add Vacation discussion.

8 Approval of minutes from May 9th regular Meeting and May 23rd, Special Meeting. – all approved

9 Treasurer’s Report – Sam

10 Sam met with Julie, she confirmed that we do not have to run anything past her as it’s our money. She
11 did suggest that we add Cleaning as a separate line item. The new cleaning started last week, per
12 Pamela. The town money will be transferred to us in October. They will invoice Andover.

13 Another Donation platform called “Just Cause”, it is an IBM employee matching donation platform. It is
14 apparently still in Ed Grossman’s name. Ed contacted us saying that he had received an email. Sam will
15 contact them to get Ed’s name off of it.

16 Looking at Profit/Loss – reviewed the Projected columns, actual spending. We are only part way
17 through the year. The only thing outstanding is the Fundraising. Donations are coming in ahead of
18 budget. We have been included in another “in lieu of flowers” donation listing, but, may not come in
19 until October.

20 Expenses – we are under budget in some areas, but, it is timing in the budget process. Everything is
21 moving in a favorable direction. Not seeing anything of concern.

22 Balance Sheet – the wealth management funds are starting to increase a bit. Not back up to where we
23 were in 2021, but, starting to make gains again with the Bear Marketing.

24 Motion to accept Treasurers Report – Accepted, all approved.

25 Pamela presented the Director and Youth Services Reports (separate documents). Motion to accept, all
26 approved. Additional questions on other art guilds displaying at the Library.

27 Library Improvement Reports – upgraded technology hardware is delivered and waiting to be installed.
28 Have submitted to Sam the invoice for the Software upgrade.

29 Fundraising – Have envelopes that have been stuffed. Need status on the addresses database. How will
30 we sort the data. We will sort by street address. Sam is still blending the two. We will put them on
31 the Avery labels (Pamela has a box of 3000). We are looking at possibly having 2000-ish pieces to mail
32 out. We will have to get more labels for the late fall mailing. We will follow process we are
33 establishing.

34 Once we get the labels done, we will split the stuffed envelopes up, stick on the labels and seal. As soon
35 as Same gets Donna the Database, Donna will make the label documents, Pamela will print out in the
36 Library. There should be plenty of toner in the printer to handle it.

37 Lora asked about stuffing envelopes. She will pick some up and bring home

38 Old Business - Standing Desk - We are going to table doing more Capitol Improvements until a later date.

39 New Business – Juneteenth Federal Holiday. Suggest to adopt Juneteenth Holiday at the Library. For
40 this year, propose it be a floating holiday. After that, we do similar to other holidays. If the date is on a
41 working day, the library would be closed. If it's on a non-working day, you get another day to take the
42 next open day. This will increase the paid holiday benefit to 11 days from 10. We can discuss this
43 when we discuss benefits policy. We may change the wording to recognize Federal Holidays. We may
44 want to review at next month's meeting – the Employee Benefit Policy. We can look at what we want to
45 do this year, and come back to review the policy on schedule in November. Maybe do this earlier as we
46 have to have the budget submitted in October. Personnel benefits review is scheduled for September.
47 For this year Juneteenth will be a floating holiday. Motion made and all accepted with the caveat that
48 we review in September. Motion carried.

49 We will also review the sick day policy in September. We will get an overview of the policy to
50 everyone.

51 Vacation – librarian requests vacation from Oct. 3rd to 14th. She may not take the entire 2 weeks, but are
52 planning on it. Motion made to approve Library Director vacation. Motion accepted, approved.

53 Policy Review – Exhibition Policy – Motion to accept with changes/updates suggested. Approved.

54 Home Delivery Policy – Propose to add “materials may be renewed via telephone and/or email”.
55 Question on whether or not a library staff member has to pick it up. If the patron is not getting another
56 delivery, they are responsible for returning items.

57 We will also add renewal on-line. Motion to approve with changes proposed. All approved.

58 Motion to enter Executive Session to discuss Personnel Issues. Motion carried.

59 Returned from Executive Session.

60 Pamela will put the Spring Fundraising Drive on the web page.

61 Motion to Adjourn Meeting approved at 7:46 PM

62 Submitted by Donna McNeill-Hudkins 7/7/2023