

Whiting Library, Chester, Vermont  
Regular Monthly Meeting of Board of Trustees  
Meeting Notes – January 9, 2024 - Approved

- 1 In attendance at the Whiting Library Community Room: Matt Gorsky, Sam Comstock & Bill Dakin.  
2 Attending via Zoom - Gail Zachariah (Library Director), Lora Cokolat, Donna McNeill=Hudkins and Lyn  
3 Smith. Chris Burks did not attend due to work conflict
- 4 Matt called meeting to order at 6:10 PM
- 5 **Additions to the Agenda** – Welcome to Lyn Smith, new Trustee appointment approved by Selectboard.  
6 Lyn has already turned in her Petition with signatures to the town to get on the ballot in March. Donna  
7 will make sure Lyn gets a Whiting Library Trustee Binder and review “Orientation for New Trustees”.
- 8 **Approval of Meeting Minutes** from December. Move to accept. Sam pointed out one error/type-o.  
9 Minutes approved as amended.
- 10 Move to accept November Meeting Minutes as amended with details required by the State of Vermont  
11 VMERS to get into the retirement system. Approved.
- 12 **Treasurer Report** by Sam Comstock.
- 13 Expenses are better than income. He had just received the information from the Town of Chester that  
14 afternoon.
- 15 Repairs were more than was budgeted, but we had anticipated this and approved the additional  
16 spending. We are still within our budget.
- 17 Reviewing the “Due to/from” fund from the Town, this is what we’ve been given by the Town, but, we  
18 need to go back and get additional information. Fundraising is the largest difference in the Budget for  
19 income. Overall, we are about \$12,000 under on income and \$2,300 over on Expenses.
- 20 Bill Dakin asked if we are prepared to submit this information and answer questions during Town  
21 Meeting. The overall feeling was yes.
- 22 Gail noted that there are still funds in PayPal to be downloaded. There doesn’t seem to be any way to  
23 note whether the income from PayPal are donations, income from Fundraising or people paying for  
24 other items. She wasn’t sure how to do it. Lora said she’d go in and explain what she used to do. She  
25 used to download PayPal every two weeks.
- 26 There was discussion on the difference between income from Donations vs Fundraising. Last year we  
27 had many donations “in memory of” people who had passed away. Matt stated that donations are “not  
28 solicited” and income from Fundraising is “solicited”.
- 29 We need to do a bit of research on “new” donors and, if we can, note whether or not they were from  
30 fundraising letter, or not. Donna will look at Kindful Software.
- 31 Gail mentioned that she had brought 12 boxes of books to Thrift Books for them to sell. Nothing yet.  
32 There is a person who helps sell used books. We might ask him to be a Volunteer and be in charge of the  
33 “Booksale” area. We had less income last year from Book Sales as it was not promoted, and the  
34 previous administration wanted to reduce the book sale area.

35 Move to accept treasurers report. Accepted.

36 **Review Director and Youth Librarian reports.**

37 Gail presented the statistics of the Library and Youth Library. Carrie asked for some schedule changes  
38 and Gail has added some new ongoing programs. There are several Special Events scheduled in the next  
39 few months.

40 Gail mentioned that she is having some issues with the software for word processing and spreadsheets  
41 on the new workstations. There is also no Security Software.

42 Motion to accept the Director and Youth Librarian Reports for December. Approved

43 **Committee reports** – Nothing. May have to re-activate the Technology sub committee to review what  
44 may be needed for Software for Security and Word Processing. It should fall within the budget. Matt  
45 asked Gail to put together a proposal on what she thinks may be needed with the costs.

46 **Old Business** – Nothing

47 **New Business** - Do we need additional software (see above), Gail will do a proposal for what may be  
48 needed.

49 March Elections. Who is up for re-elections? Sam Comstock noted that he may not run again. We  
50 will need to know soon as we may have to look for other people who want to be on the Board. Bill  
51 Dakin is already out getting names on his petition. Lyn Smith has turned her petition in. Lora, Donna,  
52 Chris and Matt still have a year or two to go. Petitions need to be submitted to the town by January  
53 29<sup>th</sup> in order to get on the ballot in March

54 **Policy Review** - **Whiting Library Personnel Benefits Policy.** It has been decided that clarification and  
55 details need to be added to the Policy. It is too vague in it's current state. First, the Youth Services  
56 Librarian hours needed to be updated to 30 hours a week. Under Benefits we had added/approved  
57 Juneteenth back in June bringing the paid holidays up to 11. As many of the Holidays fall on a Monday,  
58 and the Library is closed on Mondays (it is not part of the regular hours), the board discussed how to  
59 make sure the employees get their Holidays and what would work best for the Library. We reviewed  
60 some personnel policies from other Libraries and we will need much more discussion regarding Paid  
61 Time Off, Sick Days, etc.. Organizing a Personnel Benefits sub committee was discussed, however, it was  
62 deemed important to establish a policy for Holidays immediately for planning purposes.

63 The decision was made to add this detail to the current Paid Holiday Policy:

64 ***The Library will be closed in observance of any holiday falling on a day the Library is***  
65 ***normally open. If a holiday falls on a day the library is not normally scheduled to be open***  
66 ***then the Library will be closed to observe the holiday on the next scheduled Library day.***

67 Motion was made to accept this addition to the Personnel Benefits Policy, approved and Motion carried.

68 **Public Comments** - No Public in attendance.

69 Motion to adjourn approved. Adjourned at 8:03 PM

70 Submitted by Donna McNeill-Hudkins