

Whiting Library, Chester, Vermont

Regular Monthly Meeting of Board of Trustees

Meeting Notes – March 12, 2024 - DRAFT

1 In attendance at the Whiting Library Community Room: Matt Gorsky, Bill Dakin, Lyn Smith, Marylyn
2 Mahusky, Jesse Krust and Gail Zachariah, Library Director. Attending via Conference call - Lora Cokolat.
3 Absent: Donna McNeill-Hudkins

4 Matt called meeting to order at 6:15 PM

5 **Additions to the Agenda** – None.

6 **Meeting Minutes** from last meeting – none, motion to accept meeting Minutes for February, accepted.

7 **Treasurers Report** – no report from Sam. He did send an update for information to transfer to new
8 treasurer.

9 **Library Director Report and input from Director.** There seems to be a drop in attendance, is probably
10 as the library was closed for holidays. Grants – at the last meeting, Gail said that we had received
11 grants. We will have to review storage and perhaps getting a shed to store the tools that we lend out.
12 Need to review where the boundary is for the library. There was a boundary adjustment at one time,
13 do we know why.

14 Do we want to write appeal letters, sometimes done before the summer programs. She does not want
15 that to impact our regular fundraising mailing. Our regular mailing seems to concentrate on individuals,
16 and perhaps we target businesses for the summer programming.

17 April 9th, do we want to participate in the Library Day – up at the State House. Would it be helpful for
18 trustees to go to this to talk to the State Library Associations and have our Rep attend. There is so much
19 more happening outside Chester, this might be an opportunity to see what other libraries are doing.

20 We could reach out to Heather, and let her know that someone is attending. (it is the day after the
21 eclipse).

22 **Committee Reports** – none active at this time. Fundraising and Library Improvement. We discuss the
23 Library Improvement suggestions at the last meeting. Reviewed the drawings showing what was
24 proposed. It is all dependent on getting the grant as the town owns the building. We did write a letter
25 supporting the town getting the grant and doing the work.

26 **Old Business** – Nothing.

27 **New Business** – Welcome new Trustees! We do not have the books ready for the Trustees, Gail will
28 make copies for the Trustees to pick up. Donna may have an official book with all of the policies in it.
29 There was a lot of institutional memory lost 2 years ago, we are working on it. The policies should be
30 reviewed monthly, and we found that there were many policies not clear or missing.

31 The current Trustee information from the state is not up to date. We should check to see what is active
32 or not. We will follow up. We can get information from the Cities & Towns, but we need a number
33 (from Julie) to get access to it??

34 **Election of positions on the 2024 Board:**

35 Every year, after a new election, the board positions are re-elected. Matt and Donna have another 2
36 years, and Lora has another year. Lyn has 3 years, Marylyn and Jess Krust too.

37 Nominated for Secretary – Donna McNeill-Hudkins – approved and elected.

38 Nominated for Treasurer – Lora Cokolot – approved and elected.

39 Nomination for Vice-Chair – Bill Dakin – approved – then withdrew

40 Nomination for Chair – Bill Dakin, approved and we then elected for Vice-Chair – Jesse Krust – approved.

41 Jesse had a question on joining committees. We have 2 active – Fundraising and Library Improvement.
42 We must focus on the role of the Trustees, especially for Fundraising. We were very low last year. The
43 goal is to increase our Fundraising early and on-time. Gail would like to see a Fundraising Calendar.

44 Jesse would like to be on the Fundraising Committee. Per Bill, we will have to meet more frequently for
45 the other committees. We also depend on the Trustees to help with activities like the Book Sale.

46 We should have another meeting to discuss goals, timing, calendar – what times and days are good? We
47 could meet on Tuesdays at 6 PM as we normally do. Committees are usually made up of 3 people so
48 we do not have to follow Open Meeting. Marilyn suggests we all meet to figure out who wants to be on
49 what committee. We do have to record it, and give a warning – Matt said that Special meeting only
50 requires 48 hours warning (*note, Special meetings only need 24 hours notice, regular meetings require 48*
51 *hours notice – DMH*). Suggest Tuesday on the 19th at 6:30. Everybody agreed. Who does the agenda?
52 – the chair – Bill.

53 Suggest regular meetings now be at 6:30 PM on the 2nd Tuesday of each month. Motion made and
54 approved.

55 Want to discuss in the future - creating a Friends of the Library. Bringing in patrons to help on
56 committees, bringing in patrons from Andover.

57 **Policy Review** - Discussed Dog Policy as we had last month. Donna had written up a policy copying one
58 that we ha looked at last month. Submitted for review and input. Motion to adopt policy. All approved
59 We will also get the sign that Lyn had presented.

60 Marilyn suggested we do a review of policies – we had a schedule, but we do get off task at times. Each
61 time we meet we should review a policy. Policies should be reviewed ahead of time so we are all
62 prepared to discuss. Additional policies needed: Volunteers, Grants etc. Matt will continue to review
63 the policies ahead of time. Matt will get input from Gail.

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

65 Motion to adjourn approved. Adjourned at ??? PM

66 Submitted by Donna McNeill-Hudkins