



## WHITING LIBRARY BOARD OF TRUSTEES

DRAFT Minutes -- March 8, 2022

Trustees Present: Robert Neid, Ed Grossman, Rosamund Conroy, Lyza Gardner, Kathy Poston, Donna McNeill-Hudkins, and Carolyn Frisa via Zoom Teleconference. Library Director, Deirdre Doran, was present; no members of the public were present.

### CALL TO ORDER

The meeting was called to order by Robert Neid, Chair, at 8:34AM.

### WELCOME NEW TRUSTEE MEMBERS

New trustees, Kathy Poston, Donna McNeill-Hudkins, and Carolyn Frisa, were given a warm welcome by returning board members. Robert Neid thanked the new trustees for joining the library board and the returning trustees for their continued service to the community of Chester. Robert Neid confirmed that all recently elected officers had taken and signed the mandatory Oath of Office at Town Hall.

### ADDITIONS TO THE AGENDA

Robert Neid requested to add the position of Vice-Chair to the election of officers and the Personnel Committee under the reestablishment of committees. Deirdre Dorn requested to add a discussion of COVID masking policies.

### POST-ELECTION REORGANIZATION

- Election of Officers
  - *A motion to nominate Robert Neid as Chair was made by Ed Grossman, seconded by Lyza Gardner. Approved unanimously.*
  - *A motion to nominate Rosamund Conroy as Vice-Chair was made by herself, seconded by Carolyn Frisa. Approved unanimously.*
  - *A motion to nominate Ed Grossman as Treasurer was made by Lyza Gardner, seconded by Rosamund Conroy. Approved unanimously.*
  - *A motion to nominate Carolyn Frisa as Secretary was made by Lyza Gardner, seconded by Ed Grossman. Approved unanimously.*
  
- Re-establishment of Committees – Robert Neid asked that trustees let him know which committees they are interested in and stressed the importance of active trustee participation at the committee level. R. Neid provided a summary of what the activities of each committee were likely to involve this year, including examples from the past year. Committee officers will be elected in their first meetings of the year. Anyone is welcome to attend committee meetings, not just committee members.
  - Programming: New emphasis on increased programming as a result of recent work on the library's strategic plan, and will be made up of library director and group of board members.
    - R. Neid, R. Conroy, and C. Frisa agreed to participate along with Library Director, D. Doran, on this committee and R. Conroy suggested this committee meet on a quarterly basis so more time could be spent on facilitating and delivering programming; Deirdre agreed with this approach.
  - Fundraising: Focus on refining approach to identify current and new donors. R. Neid reminded that the full board is expected to participate in the biannual fundraising campaign by mail.

- L. Gardner, E. Grossman, R. Neid, D. McNeill-Hudkins, and K. Poston agreed to join this committee.
- Personnel: Will review library staff policies, conduct performance reviews of professional staff, and provide input into budgeting for salaries and compensation. Committee will meet on a semi-quarterly basis.
  - R. Neid, E. Grossman, D. McNeill-Hudkins, and K. Poston agreed to join this committee.

**APPROVE MINUTES from January 11, 2022 Regular Meeting and Special Meeting (rescheduled) of February 7, 2022**

- *A motion to approve the January 11, 2022 meeting minutes as written was made by R. Conroy and seconded by L. Gardner. Unanimously approved by all eligible trustees.*
- *A motion to approve the January 11, 2022 meeting minutes as written was made by L. Gardner and seconded by E. Grossman. Unanimously approved by all eligible trustees.*

**DIRECTOR AND YOUTH SERVICES REPORT**

Library Director, Dierdre Doran, provided a summary of activities for the month of February.

- Grants: Library staff set up new computers, improved Wi-Fi service and new chairs for the reading room, which were funded by ARPA grant funds made directly to the library.  
D. Doran is working with Chester Town Manager, Julie Hance, on a grant opportunity offered by the Vermont Agency of Commerce and Community Development called Better Places. This grant could be used to create a vibrant community space in the backyard of the library.
- Staff: D. Doran conducted a performance review of Will Wilcox, Assistant Librarian.
- Professional Development: D. Doran attended a webinar on upcoming changes to the apps used for delivery of Ebooks and Audiobooks as well as a webinar on social media policies offered through the Vermont Department of Libraries. C. King, Youth Services Librarian, began a 3-week course, “How to Build an Anti-Racist Library Culture”, hosted by Library Journal Professional Development and paid for by the VT State Library. D. Doran will be attending a state-sponsored course on creating diverse library collections in March.
- Strategic Plan: The final draft was summarized by the Strategic Planning Committee on February 9 and has been submitted to a professional copy editor who has volunteered her services pro bono. Final edits, including addition of images, will be made by Deirdre with the goal of submitting the proposed strategic plan to the full board at the meeting on April 12. Once the board approves the final document, the strategic plan will become available to members of the public.
- Programs & Youth Services Report: February and upcoming March programs were summarized by D. Doran and written reports were provided to trustees by D. Doran and C. King.
- Library Use Statistics for February: The library was open for 16 days, serving 542 in-person patrons, 26 front porch pick up patrons, 53 library interloan requests, 30 computer use and technology questions, 3 home deliveries, and 50 reference questions. 5 new patrons signed up for library cards.

**TREASURER’S REPORT**

Treasurer Ed Grossman provided an overview of the library budget for new members and reported the Profit & Loss Statement and Balance Sheet reflect expected revenues and expenditures to date. Funds from the Town of Chester make up 70% of revenues for the library budget, with 2% coming from the Town of Andover and all the majority of the rest from fundraising efforts and donations (14%). The most recent book sale efforts exceeded expectations but were not as good as the previous year’s sale (which holds the current record). Payroll, including benefits, represent the largest budgeted expense and a goal this year will be to work towards having library staff on an equivalent plan to the rest of Town of Chester municipal employees so the current stipend program will eventually be eliminated.

K. Poston raised a question about how interlibrary loans expenses are funded; D. Doran explained the cost is split equally between the library and the state.

Overdue library fines are no longer charged due to a successful grant application by D. Doran that will provide the equivalent funds of \$1200 per year for a period of three years.

*A motion to approve the Treasurer's Report as written was made by L. Gardner; seconded by D. McNeill-Hudkins. Approved unanimously.*

#### **FUNDRAISING COMMITTEE REPORT**

Committee Chair, L. Gardner, provided an overview of past fundraising goals and methods and emphasized its importance in making up gaps in the budgets. An online content management system is used for tracking fundraising and donor data. The next fundraising appeal will begin in April, with a mailing deadline of May and this is a full board commitment. New this year will be a focus on businesses through direct contact for appeals.

#### **PROGRAMMING COMMITTEE REPORT**

Covered in prior meeting discussion. No new business to report.

#### **PERSONNEL COMMITTEE REPORT**

Committee has not met recently but should meet soon. R. Neid will set up next meeting time.

#### **OLD BUSINESS**

Transition to official email accounts for compliance with Public Records Law (1 V.S.A. § 316) will be pursued by R. Neid so there is a .gov domain address for library trustee business and to allow for better records retention.

#### **NEW BUSINESS**

Policies and procedures that require creation, review or updating

- Exhibition Policy: policy for library displays needs clarification, review and approval.
- Collection Development Policy: policy specifically relating to challenges and potential removal of items from collection by request needs review to ensure we are following current Vermont and American Library Association policies.
- COVID-Masking Policy: D. Doran asked trustees to approve recommendation to change current masking policies to change so they follow the most recent updated policy from the Vermont Departments of Education and Libraries so masks are no longer required but are strongly encouraged.

*C. Frisa moved to revise the current masking policy so masks are recommended but no longer required, effective immediately; seconded by L. Gardner. Approved unanimously.*

#### **PUBLIC COMMENT**

None.

There being no further business to discuss, a motion to adjourn the meeting was made by \_\_\_; seconded by \_\_. Unanimously approved. The meeting was adjourned at 9:52am until the next regular meeting on April 12, 2022 at 8:30am.

Respectfully submitted on March 14, 2022 by Carolyn Frisa, Secretary.