Whiting Library, Chester, Vermont

Regular Meeting of Board of Trustees

Meeting Notes – January 14, 2025

In attendance at the Whiting Library Community Room: Bill Dakin, Gail Zachariah, Jessie Krust and Donna McNeill-Hudkins. Attending via Zoom: Lyn Smith. Absent: Matt Gorsky, Marilyn Mahusky and Lora Cokolot.

Public Attendance via Zoom: Carrie King

Bill Dakin called meeting to order at 6:36 PM

Additions to the Agenda – Copy Machine and Holiday Policy.

Approve Minutes from December 10th, 2024 – motion to approve. Approved.

Treasurers Reports – Lora was not at meeting, the following information is from her Summary Report.

Laurie from the town provided me with a new report through December 31, 2024. Lora has been working with the town to get a "cleaner" report from the town.

Actual Revenue through December 31, 2024: $198,664 (Total Budget for 2024: $161,820)

Total Payroll Expenses through December 31, 2024: $119,058 (Total Budget for 2024: $127,504)

Total Other Expenses through December 31, 2024: $48,115 (Total Budget for 2024: $34,316)

Assets: Petty Cash: $100

Due To/From Other Funds: $120,768.56

M&T Money Market Account: $29,269.61

M&T Wealth Management Account: $182,293.59

Total Assets: $332,431.76

End of the Year Highlights:

- Grants: $37,884 (Goal is $5,000)
- Book Sales: $7,343 (Goal is $6,000)
- Non Resident Fee: $470 (Goal is $3,500)
- Donations: $7,685 (Goal is $17,300) -
- Fundraising: $23,915 (Goal is $21,600)

On the expense side, some items to highlight are:

- Books & Materials : $20,862 (total budgeted is $12,950)
- Programs: $4,571 (total budgeted is $2,300)

● Equipment & Technology: $3,393 (total budgeted is $1,200)

● Repairs, Maintenance: $795 (total budgeted is $800)

● Telephone: $1,867 (total budgeted is $2,200)

● Cleaning Charges: $5,550 (total budgeted is $7,800)

Regarding opening a CD account with M&T Bank: We're working with Chuck Sharp, Vice President, Relationship Manager, Government Banking Division of M&T Bank to open a 12 month CD at the rate of 3.43%. We're waiting for the paperwork. It will start December 9, 2024.

Motion made to accept and approve the Treasurer Report. Approved.

Per Gail, she went through everything and she figures we have a surplus of $23,000. But, some of that is a grant that needs to be spent, so, in reality, it's like $3,000.

Youth Services Report. Motion to approve Youth Services report. Approved. Carrie was tuned in, but, had nothing to add, she gave us the thumbs up. One comment that the activities are very fun.

Have we had a presentation of Jon Otto's children's book? He is a local person, it came out in November. Gail will look for it. He also has two other books out. If we do something with books written by locals, we should do something, and he'd probably be willing to come in and speak.

Director's Report. Gail had put together a "report" with a lot of the details and summaries to hand into the town for the Town Report. She thinks now we have more consistency in tracking things. It doesn't mention meeting rooms, but, in the past the statistics were done differently.

Donna asked if the library had a subscription for Adobe Pro, in case someone wanted to come in and edit a pdf at the Library, rather than having to buy an annual subscription and pay monthly. It is currently on Gail's computer and another Laptop (that is in the Vermont Room). DO we want it on a laptop, or on a desktop computer, ie is the laptop sturdy enough? If we promoted that we had that option, we may get people come in to use it.

Accepted Director's Report.

Fundraising. Jessie sent a report, there are some checks not entered in Kindful yet. We had a 3.1% rate of return. We did recover doners from 2013 and 2014. Gail stated that some of the Christmas Cards came back. Jessie will take and update in Kindful.

Motion to accept and approve Fundraising Report – approved.

Budget, Balance Sheet and other income: There has been a lot of discussion on how to handle Grants. Maybe do a separate fund for larger grants. Would there be a disadvantage to moving all the grants to a fund. Then we'd have to get income elsewhere. We have to have the budget balance in the beginning. Gail suggests that each grant would have it's own budget. We don't know if the town will agree to set things up that way. Right now they're all in the Operating Budget (the to/from account). How does the town do it? Julie told Gail that all of their grants are separate, most are bigger and may span a few years.

The town will do what we want, but, once the budget is set, you can't really change it. The to/from account has money in it for when we had a surplus, and we take that when we have a shortfall. This is important as some will look at this and think we have money, so what do we need more for. We have to show that some of that is from a grant, and how we "display" the money. We did not spend as much on payroll this year (in addition to previous years) as we did not have employees as planned.

Do we offer to reduce our request and give them a number when they are approving budgets. The message we'd like them to hear is that we do have a surplus, so we will need less, but, will that be affected by including Thursday hours. We always need to expect we are going to spend all the payroll hours budgeted for. Bill asked Gail to prepare the numbers and Bill will take it to the Selectboard tomorrow night. It's just a clarification.

Days open to the Public – Gail prepared a proposal. It would mean not increasing payroll. We only need 2 people most of the time. If we don't have programs, two people can cover. If we have 2 people on Tuesday and Saturday when we don't have programs. Gail has included this in the budget. Are Carrie and Kale OK with this? Carrie will not work on Thursdays, just Kale and Gail. When would you start? Maybe talk to staff to see when it can be done.

Motion to accept proposal to extend hours of the Library Operation. Approved. Gail will publicize.

Wilmington Trust submitted a form that we have to approve in order to disburse the funds quarterly.

We discussed clarifying the quarterly transfer of fund from the Wealth Management Account to the Library funding account. Motion was made and approved to take 4% (per the formula presented), not 5%. Jessie forwarded Lora the text from the approved minutes in November to verify that we are all on the same page.

Additional Agenda Item: Copy Machine. We can get an updated model, workhorse. We have many options to either purchase or lease. Right now we own the machine that's working. IT's black & white. Service is charged based on the number of copies made. Service includes supplies. What's better, buying or leasing. Advantage to leasing is that we can just upgrade if we want to.

Find out difference in cost to get the 11 x 17 option.

Policy on Holiday pay. Marilyn, Matt & Donna discussed at a separate meeting. Marilyn submitted to all. We would like to get feedback from staff on this suggested policy. It reads that staff would not get Monday Holidays. It was written in previous policy. It is a benefit that the staff enjoys. Gail will get input from the staff and report back to the board. Do we make the Monday holidays floating holidays? The discussion ensued because the staff thought that taking the Tuesday off was disruptive to Library hours. Gail will get feedback and we will discuss at next meeting.

Motion to enter executive session to discuss Personnel Matters related to Director Evaluation.

Entered Executive Session at 8:00 PM

Motion to exit Executive Session – approved - Exited Executive Session at 8:35 PM

Next regular meeting is February 11th, 2025 at 6:30 PM

Motion to adjourn approved. Adjourned at 8:40 PM