Whiting Library, Chester, Vermont

Regular Meeting of Board of Trustees

Meeting Notes – October 21, 2025

In attendance at the Whiting Library Suzy Forlie Room: Gail Zachariah, Donna McNeill-Hudkins, Lyn Smith, Penny Benelli, Chris Burks, Jessie Krust. Zoomed in: Lora Cokolat, Matt Gorsky

Public Attendance: None

Matt called meeting to order at 6:33 PM.

Additions to the Agenda: Jessie

Approve Minutes from September 16th Meeting – motion to approve, seconded, no discussion, approved.

Treasurers Report – Lora reviewed Treasurer Report that was submitted.

Revenue Highlights:

Total Revenue through September 30, 2025: $169,835

Total Payroll Expenses through September 30, 2025: $91,780

Total Other Expenses through September 30, 2025: $77,089

Assets:

Petty Cash: $100

Due To/From Other Funds: $118,606.73

M&T CD: $29,269.61

M&T Wealth Management Account: $199,376.26

Total Assets: $349,175.54

Revenue Highlights:

- Book Sales: $7,667 (goal is $7,000)
- Non Resident Fee: $698 (goal is $3,200)
- Fundraising: $12,437 (goal is $9,486)
- Donations: $1,324 (goal is $6,750)
- Grants: $30,147 (goal is $3,171)

On the expense side, some items to highlight: Note, for some of the funds we've been using grant money, especially when it looks like we've overspent what we've budgeted for.

- Administration: $14,172(we've budgeted $2,330)
- Books & Materials : $10,169 (we've budgeted $11,050)
- Programs: $10,636 we've budgeted $2,250)
- Equipment & Technology: $19,626 (we've budgeted $1,200)

● Repairs, Maintenance: $5,922 (we've budgeted $800)

● Cleaning Charges: $5,700 (we've budgeted $7,800)

Other Items:

$1,822.94 of Wilmington Trust Funds were distributed in February, May, and August

2025 for a total YTD distribution of $5,468.82 Will have another distribution in November.

Started to discuss the Budget for 2026. We should discuss lowering some goals like non-resident fees. Lora will find out the details on what the interest rate is for the CD and what the gain has been so far.

Director & Youth Librarian Reports -

Director's & Youth Services reports accepted as is. Some programs have been put on hold because of the construction going on downstairs.

The Town has asked to remove the old "Trustee" office. Concern that we may be losing storage space. Maybe add another storage shed behind the building. Size of shed would be a consideration.

Motion made to approve moving walls from old Trustee Office and adding the space to the Booksale area. Motion seconded and approved. Gail will let Steve know.

Gail announced that the "Trunk or Treat" would be on October 25th if anyone was interested in participating.

Fundraising - Jessie submitted the November Fundraising letter for review. There were some changes suggested Jessie will update Plan is to send out mailing the week before Thanksgiving, or, the week after (depending on when it gets done). It will be send to all 01543 zip code areas. Donors who have donated larger sums will get special cards.

Policy – Donna will follow up once again on the policy being reviewed. It will be updated with the benefit policies to be discussed. Goal will be to have it approved by end of the year.

Old Business – None

New Business – Jessie Krust will be moving from Chester, so will be leaving the Board of Trustees. Some names were suggested to invite to join.

Motion to enter Executive Session (1 V.S.A. § 313) to discuss Staff Benefits and Personnel Policy. Motion seconded and approved. Entered Executive Session at 7:27 PM

Motion to Exit Executive Session to discuss Staff Benefits and Personnel Policy, seconded and approved. Exited Executive Session at 8:18 PM

Motion made to accept amending the Benefits Policy on the current Health Care Stipend to be called a Supplemental income stipend in lieu of Health Care. The stipend amount will be decided by the Board of Trustees each year and is non-negotiable. Motion seconded and approved.

Motion made to approve Mediator Follow Up class for January 2026 for the 3 staff members. Motion seconded and approved.

Public Comments - None

Motion made to adjourn meeting. Seconded and approved.

Adjourn meeting at 8:21 PM

Next Meeting is Tuesday, November 18th.