Whiting Library, Chester, Vermont

Regular Meeting of Board of Trustees

Meeting Notes – November 12, 2024

In attendance at the Whiting Library Community Room: Bill Dakin, Gail Zachariah, Jessie Krust, Matt Gorskey. . Attended via ZOOM – Donna McNeill-Hudkins, Lyn Smith & Lora Cokolot. Marilyn Mahusky, absent

Public Attendance: None

Bill Dakin called meeting to order at 6:32 PM

Additions to the Agenda - None

Approve Minutes from September 10, 2024 – motion to approve. Approved.
Approve Minutes from October 15, Meeting – motion to approve. Approved

Went to Youth Services Report and Director's Report as Lora had not joined call yet. Gail reported that she had just received 2 good grants. Motion to approved Director and Youth Librarian Reports made. Approved.

Fundraising – there will be a fall fundraising letter going out. The mail house has the letter. We need to know how many special cards we will need to go out to large donors. Letters are scheduled to go out the middle of Thanksgiving Week.

Treasurers Reports where handed out. Lora went through the reports submitted by Laurie.

Bill D will speak to Laurie at the Chester Town Hall stating that we don't want the Wealth Management Account to be listed as part of our Operating Income. This is an asset, not income.

Lora has still not received good information on opening a CD with M & T Bank with our current Money Market funds. The person she has spoken to was not there. Treasurer in the Town offices was to follow up, but, Lora has not heard anything back yet. Remus (from Wealth Management Group) suggested that we could get a better rate of return with a Money Market account as part of the wealth Management funds. Lora has asked him for more information, she has not heard back.

As Lora works full time, Donna & Lyn will visit the M & T Bank to follow up and get more information.

Motion made to accept the Treasurer's Report. Approved.

2025 Budget Review Gail handed out the Budget that she has put together with the Board's input.

The board decided to finalize on what we want this year in the budget (how we want it laid out and what to include), then the Policy Committee will develop a policy for approving the budget so we're not depending on memory for future years.

The decision was made by the board to request that the Town of Chester and Andover, cover the Payroll and benefits for the Employees.

Motion made to accept the Budget proposal for 2025 as presented. Motion Approved.

Logistics. Meeting with Andover on November 26th (??) and with Chester on November 20th. Gail, Bill and Lora will meet on Saturday, November 16th at 2:00 at the Library to review Budget Presentation. Anyone else who would like to join is welcome.

Matt made a motion, Lora seconded to take 4% for the 2025 budget as income, not towards any particular item. This would be based on the formula that Remus from our Wealth Management Fund suggested. This is not a policy decision, just taking money for the 2025 fiscal year. Motion approved.

2nd Motion made to take that 4% of the funds in 4 quarterly payments starting in the middle of each quarter – February 15th, May 15th, August 15th and November 15th. Motion approved.

Policy Reviews Meeting Rooms. Someone wants to use a meeting space when Library is not open. We should have a policy on who is responsible for the key, are they required to be at the meeting as the responsible party.

Personnel Policy – Final policy will be presented at the December 10th Regular Meeting by the Policy Committee.

Motion made to go into Executive Session to Discuss Personnel at 7:51 PM - Approved

Motion made to Exit Executive Session, approved at 8:09 PM

Old Business - None

New Business - None

Public Comments – NO PUBLIC

Next regular meeting is December 10th at 6:30 PM

Motion to adjourn approved. Adjourned at 8:12PM

Submitted by Donna McNeill-Hudkins