Whiting Library, Chester, Vermont

Regular Meeting of Board of Trustees

Meeting Notes – May 13, 2025

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

Public Attendance: None

Jessie Krust, Vice Chair, filling in for Bill Dakin called meeting to order at 6:31 PM

Additions to the Agenda – None

Approve Minutes from April 8, 2025 – motion to approve. Approved.

No discussion on minutes.

As Lora was not on-line yet, we went to the Youth Services Report and Directors Report

Youth Services Report - reviewed and approved.

Director's Report - reviewed and approved.

Treasurer Report: Lora met with Laurie, Julie and Gail to discuss the financial reporting. It was clarified that any income that comes in from the Investment Wealth Management Account will be deposited into the To/From Account. Laurie will make a note on the amount that is deposited each quarter on her report. Laurie stated that it is difficult for her to get the end of month reports to Lora as she is busy with other things at that time. She suggested we review the previous month's report. The board decided that we did not want to be behind a month when reviewing the Financials. A suggestion was that we change the monthly meeting to the 3rd Tuesday of the month, rather than the 2nd. This would enable Laurie to get the financial reports to Lora. The board voted to make this change to accommodate.. The next meeting will be on June 17th. Meeting time will remain at 6:30 PM.

Fundraising Report – Donna & Jessie met and put together a letter for the Spring Fundraising campaign. All reviewed and approved. The letter will be duplicated in the Library. Jessie will put together packets of letters, envelopes and mailing labels for pick up at the Library by board members, she will let us know when. Return stuffed envelopes to Jessie at the June 17th meeting. She will bring to the Town Hall for mailing. Gail said she could do a tri-fold to include in the mailing with upcoming Library events.

Policy Committee – discussed the Personnel Policy on taking a floating holiday for any Monday Holidays (when the Library is normally closed) or paying for the average daily hours that pay period. Discussion on holiday's that fall on days the Library is normally open, but an employee does not usually work those days (Thursdays). Should they get the Holiday pay? Matt will clarify and put together the Policy Text for a vote. This includes policy on Christmas Eve and New Year's Eve if Library closes early.

Donna will draft the policy on the Wealth Management Account quarterly distribution for approval.

New Business: Nothing.

No public comments.

Move to adjourn meeting at 7:41 PM Motion approved.