Whiting Library, Chester, Vermont

Regular Monthly Meeting of Board of Trustees

Meeting Notes – August 13, 2024

In attendance at the Whiting Library Community Room: Bill Dakin, Donna McNeill-Hudkins, Gail Zachariah, Jessie Krust and Lora Cokolat. Absent: Matt Gorsky, Lyn Smith, and Marilyn Mahusky. Public Attendance: Robert Nied.

Bill Dakin called meeting to order at 6:35 PM

Additions to the Agenda? Lora asks that we discuss a Budget Timeline and discuss content under New Business. Gail asks that we discuss the Circulation Policy under New Business needs a few changes. Re: raising price, but there is a price in the policy (for non-resident).

Approve Minutes for Jul 9th Meeting. Motion made and seconded to approve. Approved.

Treasurers Reports – Fiscal year goes through July 31st. She highlighted what we will need to break even by end of the year. These funds would come in through Fundraising and the Book Sale. We may want to do something else for Fundraising. We have not received the funds from Andover yet as their business year starts July 1st. The Grant money that has come in, was taken out. Some of that grant money is for things not in the budget, but some of it is. Actual revenue is $160,172. We have $160,363 in the Due/To account, Total $259,758. For all accounts.

Our goal is to make $6,000 from the book sale. We have made $8K from the money in the Trust account.

Expenses, budgeted 12,350 and we have spent about 4K more, but that is from grants. We have Bank charges that have not been budgeted for. We must plan on that for the future.

Regarding opening a CD, we cannot do it with One Credit Union as we are part of a municipality. Deb Aldrich recommended opening a CD with M & T Bank as our accounts are there. Right now, they have a 6 month select at 4.6%. Lora will discuss with the bank. We must have a checking account. We need to clarify whether we have a checking account. Should Lora proceed with this, as we had approved her to investigate this in the past. Deb Aldrich will also have to be on the account as she is the Town treasurer. Bill asked if there was any objection to Lora to proceed, none. Lora has permission to proceed.

Follow up with the State on Retirement, as Gail said she never received anything. She does not want it, not sure on Carrie. We will have to budget for it in the future anyway as any new employees will get this. According to town manager, Julie, this has gone through.

Motion to accept Treasurer Reports approved.

Youth Services Library Report – Carrie said that the story hour was cancelled as she was out, but it was not. Gail handled it. Donna asked about the function that happened in Andover, but, no one attended. It is something that is new, so, that maybe it. People like to attend functions in the library. Motion to approve, made, approved.

Director Report - Building issues. There are some things that need to be done to prepare for the Book Sale. She reported the back up in water, the hole in the parking lot, get grass cut. Should all get done before the Book Sale. Trees will be trimmed.

The uncut part of the back is owned by the neighbors. Maybe we should approach them about donating the land to the library. There will eventually be a path back there. There is some history there on the property and adjustments that were made with previous owners. The current owners are only there a couple of weeks a year.

Budgeting – Laurie does not think we should do anything different. We should show the unanticipated grants. For transparency. We have the authority to do the budgets as we want. Gail suggested we put the names of the grants and the amounts anticipated we get, and list of items that we would pay for with these grants. If we do not put grants in, we do not have enough revenue. We need to meet with someone on how we might set this up. The Town has a separate budget for grants. Gail will talk to the town about what they might suggest, and she also looked at other libraries grants. Clarify the grant expenses, i.e. that we must pay an application fee.

We must clarify how we want to submit and layout the budget and create a policy. We are not there yet.

We had patron donate $1,000 for replacing the Library Sign and the carpeting in the foyer. We do not think that it is enough money. We are getting a quote on sign. We would have to get the patron's permission to make any change. Is the current sign sufficient if we just touch it up. The town is doing signage. We should ask them what they are doing, and do they have something for the library. We should probably keep with the same style. Does the town new proposal include the library. Gail will follow up with the town.

Cleaning – The person who is a substitute would clean the library; she has a cleaning business on the side. She does not have a business license. A third party that comes in means that we can let them go if they are not doing the job. She would be paid differently as a cleaner vs a substitute.

The library buys all the cleaning supplies. Gail buys the safe cleaning supplies.

We will put on the agenda in the future on the cleaning contracts.

Motion to approve the Director Report made. Approved

Fundraising Report.

Average gift is $103. Our return is 13.3% from the mailing. Retained doners is at 12.5% which is low, but some people will give at the end of the year. Recovered donors was almost 16% which is good. It is lower than what previous mailings have received, but many people will donate when we do the fall campaign. We should start to discuss now. Who will we mail to, where will we get the addresses etc. We will need more bodies in the room. We can get the Grand List from the Town, along with the voting list to cover those who are not property owners. Gail suggested just doing a town mailing (not personally addressed, to the resident, it is less postage and would cover Andover, parts of Grafton, Baltimore, those places who use our zip code. Do we have a brochure? Gail had done one. We can come up with something. The cost for printing as well. When do we want to start planning for this?

We need to discuss the brochure at the Sept meeting, then the sub committee can meet to discuss. We will have to concentrate on it at the end of September/early October. We need to plan the budget.

What other opportunities could we do for fundraising. Instead of a silent auction, we could do a raffle. Perhaps get organizations to donate gift baskets and then we raffle them off. We need people to do this. Maybe each board member could commit to getting a basket. Here is where we could use a "friends of the library" group. This is a future discussion. We can get volunteers and patrons to help, we just need to ask.

Budget – we must submit budget to town in October. It is presented for final approval in December.

Book Sale – Donna, Lyn, Lora & Gail went to the Chester Bookworm (Ann & Malcolm Summers) and got several boxes of books that they had to donate. Gail has not put out a call for books yet. She says we are getting about $50. /Day in book sales. We do have to have a plan if it rains. If it rains, we just put the book sale downstairs in the community room. We did look at how to lay out in front of the library and how to staff. We can ask board members to sign up for times, and we know that there are many patrons will be willing to volunteer to help set up. When we will have another meeting, we should have a meeting on August 21st to clarify more. We should have PayPal available for patrons to purchase books. How do we do that? Can we use the ILS program to take payment? We can talk about it.

Executive Session to discuss Personnel. Motion Made to enter Executive Session to discuss personnel. Motion made and approved. Entered Executive Session at 7:38 PM

Motion Made to Exit Executive Session approved. Returned from Executive Session at 7:58 PM

Old Business – None

New Business - Budget Plan – Lora says we need to come up with the budget for next year. Conversations with the town, and need to come up with a time-line. Suggest we start on the budget after the Book Sale. Gail has started to work on the budget. Going over the minimum we will need to operate. She has a better handle with on-going expenses. We need to have a time-line with exact dates as to when and what we want to present. We should have something by the October 8th meeting, we will have more info after the Book Sale. We must have a plan on how we include the Grant moneys. We must have input before October. So, by September we should have something in place (the layout and format). Something that we are all comfortable with by the October Meeting. Gail thinks we must look at things that are listed in the Strategic Plans. We must have a policy on what we do with the interest that we get from the Investment Account.

Circulation Policy – we need to look at increasing the non-resident fee to be the same as what tax payers are paying. When Gail started to do this. It was all expired yesterday, and she was going to raise the fee, but the fee is stated in a policy. She suggests that we take out mention of a fee, and to remove the limit on the number of items. Bill asks Gail to present the policy to us at the next meeting so we can discuss and approve.

Public Comments – Robert Nied had no comments at this time

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

Motion to adjourn approved. Adjourned at 8:14 PM

110 Submitted by Donna McNeill-Hudkins