Whiting Library, Chester, Vermont

Regular Monthly Meeting of Board of Trustees

Meeting Notes – September 10, 2024

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

Public Attendance: None

Bill Dakin called meeting to order at 6:36 PM

Additions to the Agenda? No.

Approve Minutes for August 13, 2024 Meeting. Motion made and seconded to approve. Approved with changes noted – change to Fiscal Year.

Treasurers Reports – Laurie provided the figures through 8/31/2024. We have 4 months left. We've done well with Grants this year (thank you Gail).

None resident fees – might be helpful to know how many non-residents we have. The goal was based on anticipating raising the fee. We'll discuss under New Business. What is attractive about this Library that makes it attractive for non-residents.

We are low in our Fundraising, need to have another Fundraising push before the end of the year.

We are over budget on books, but we have grant money for that. With other items, we are within budget. We had not budgeted for "bank fees" from the bank, investment accounts and PayPal fees. Suggest budgeting for these next year. Marilyn asked if the Wealth Management Fees were paid separately or came from the principal. Lora said that it is paid separately.

When Lora asked Laurie why things were not updated, Laurie told her that she didn't have enough time between meetings. She asked if we could meet on the 3rd Tuesday instead of the 2nd Tuesday. Septembers numbers won't be reflected until November, and we won't get the correct data until the end of the year. It's hard for us as we're trying to Budget for next year. We're relying on the town to get us the updated information.

Bill suggested we have a discussion with the Town as to how we may be able to get the information.

Do we want to entertain a motion for Lora to transfer the funds from the Money Market Account to a 12 month CD account per information that Lora gave us. For the future we should research where we can get a higher earning account that accepts municipalities.

Also, clarify that the interest made on these accounts will come back to the Library every year, 4 or 5% of all of the income.

We need to table the discussion for now. We will ask the representatives of M & T bank to come in and clarify. We can invite them to the next board meeting and talk about how we take the income out for our use. Next meeting is October 8th. We need to have a separate meeting as a board to clarify what the funds in investing are for. We need to specify.

We will postpone the October 8th meeting to October 15th.

Donna reminded trustees that the initial budget needs to be submitted to the town in October.

We will schedule a special meeting on Tuesday September 24th, 6:30 to discuss Finance policy and budget and non-resident fees. We have to update the Circulation Policy.

Motion to accept Treasurer Reports approved.

Youth Services Library Report - new pieces of furniture coming in that Carrie got via grant. How do we accept the furniture? Gail may need help. Gail will reach out and see who can help

Move to accept Youth Services Report – approved.

Director Report – Circulation Policy has a set non-resident fee. They all expired at August 12th. We have to renew them. Library generally charges the rate as non-resident fee as what a resident pays. Some of our neighbors charge up to $70. Our goal is for non-residents to pay their fair share. Director asks for the policy to have an annual review of the policy to establish the non-resident fee. Director would set rate, then the board would approve.
You take the budget and divide it by the population to come up with a rate. Add wording to the policy that explains how the rate is established for residents and non-residents. i.e. The approved budget is divided by the populations of Chester and Andover to establish the Library Fee per person. We will have this start with the new Fiscal year. January 1st.

We have a donation that is not as restrictive as we thought (per donor). Motion to deposit the donated check and accept the donation. Approved.

We have asked the town to update and fix the driveway before the Book Sale, trim the trees and mow the lawn. The hole in the driveway has been addressed with the town, they have not fixed it yet. Motion to appoint a person to talk to the town. Lyn asks if we have to submit work orders. If not, we should create one, so we can see how long it takes to get done.

Motion to create a building & town sub committee to communicate with the town.

Motion to accept the Directors report – approved.

Fundraising Report.

We will have to do a November fundraising. How will we do this. Donna has forwarded the Town Grand List and the Voter List to Jessie.

The fundraising committee can figure this out. Jessie will coordinate

Bill asks if we should talk to the Family Center to see what their process is.

Book Sale – All is ready and we're ready to go. Sign up sheet is being distributed.
Between Lyn and me we have 12 tables. The Library has 7, so we should be all set. We'll bring on Friday to set up. We will also sell records, DVDs, CDs. Fundraising Committee will figure out how much cash we need in advance as a "bank". We set up a VENMO and a PayPal scan.

Motion to go into Executive Session to discuss Personnel, approved.. Entered Executive Session at 8:06 PM

Motion to come out of Executive Session at 8:50 PM approved.

Public Comments – NO PUBLIC

Next regular meeting is October 15th at 6:30 PM (3rd Tuesday rather than 2nd Tuesday)

Motion to adjourn approved. Adjourned at 8:52 PM

Submitted by Donna McNeill-Hudkins