Whiting Library, Chester, Vermont

Regular Meeting of Board of Trustees

Meeting Notes – September 16, 2025

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

Public Attendance: None

Matt called meeting to order at 6:45 PM, confirming that we did have a quorum.

Additions to the Agenda: None

Approve Minutes from August 19th Meeting – motion to approve, seconded, no discussion, approved.

Treasurers Report – Lora was out sick, reviewed the Treasurer Report that was submitted.

Revenue Highlights:

Laurie provided me with a new report through August 31, 2025. The check from the Town of Andover in the amount of $4,030 has been posted.

Total Revenue through August 31, 2025: $162,270

Total Payroll Expenses through August 31, 2025: $86,633

Total Other Expenses through August 31, 2025: $71,092

Assets:

Petty Cash: $100

Due To/From Other Funds: $120,001.46

M&T CD: $29,269.61

M&T Wealth Management Account: $194,964.42

Total Assets: $346,188.45

Revenue Highlights:

- Book Sales: $2,892 (goal is $7,000) - note, we will make the majority of our revenue at the upcoming Book Sale during the Chester Festival.
- Non Resident Fee: $623 (goal is $3,200)
- Fundraising: $11,687 (goal is $9,486)
- Donations: $1,218 (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.

Discussion on how we could reflect on our reports the Grant income. The Town has a separate Grant Budget. Perhaps add a column to reflect what expenses have been covered by grants?

- Administration: $14,104 (we've budgeted $2,330)
- Books & Materials : $8,888 (we've budgeted $11,050)
- Programs: $9,939 we've budgeted $2,250)
- Equipment & Technology: $19,626 (we've budgeted $1,200)
- Repairs, Maintenance: $5,922 (we've budgeted $800)
- Cleaning Charges: $4,650 (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

There was some discussion on the definition of "Administration" costs. Gail had specified in her last Library report, but, it often changes.

Director & Youth Librarian Reports -

Director's & Youth Services reports accepted as is.

Fundraising - As Jessie was out, we will review Fundraising next meeting with a discussion on next mailing. Annual Book Sale coming up on Sept 20 & 21. Sign up sheet has gone out. Will set up on Friday, late afternoon. WE have volunteers coming in.

Policy – Penny will join Matt and Donna on the Policy Committee. Current Personnel Policy with Town lawyer for some review. Donna getting additional information on Benefits for 2026.

Old Business – None

New Business – None

Motion to enter Executive Session to discuss Staff Benefits and Personnel Policy. Motion seconded and approved. Entered Executive Session at 8:00 PM

Motion to Exit Executive Session to discuss Staff Benefits and Personnel Policy, seconded and approved. Exited Executive Session at 8:28 PM

Public Comments - None

Motion made to adjourn meeting. Seconded and approved.

Adjourn meeting at 8:30 PM

Next Meeting is Tuesday, October 15th.