Whiting Library, Chester, Vermont

Regular Monthly Meeting of Board of Trustees

Meeting Notes – June 11, 2024

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

Bill Dakin called meeting to order at 6:40 PM

Additions to the Agenda? Volunteer Discussion (see below) We need to decide an age limit We will reserve time to discuss that..

Approve Minutes for May 14th Meeting.. Motion to approve. Approved, abstained by Marilyn as she wasn't there..

Treasurers Reports – Through May 21, 2024. We are almost half way through the year.

Total assets, we have $372,000 , includes all of the accounts we have. She doesn't see that some of the accounts through the town have been updated since February. She will follow up with Laurie at the Town Hall. We have $35,500 in Grants. Our goal was $5,000. So far we have $1000 in Book sales, goal is $6,000. Most of it will come in during the Fall Book Sale. Non-Resident Fee – we have to reconfigure. Nobody will be renewing their membership until August, so that is when the funds will come in.

Donations are currently at $5,812. Goal is $17,300. We will probably meet that goal as we get more donations at the end of the year. Bill asks if there a way to differentiate between Donations and Fundraising. They are currently in two different funds. The reason to keep them (donations and fundraising) separate is that's how we tell how successful a fundraising event is. We do try to tag Fundraising depending on when the funds came in. We used to keep the envelopes at the desk, we don't anymore. It is worth it to keep it separate

Unrealized gain/loss – always going up and down per the market.

Spending on Books seems to be up. Per Gail, many of the book purchases are with Grants. She is also getting books through an Award Program - Lora asks if we need to increase the budget for next year. Yes. It would be valuable to understand what is coming in to pay for the books. It would be better to not depend on grants or fundraising to purchase books. Marilyn asks that we have a conversation at budget time so that everyone on the board understands all the factors that go into the budget.

Per Bill, in the past, we have had the treasurer work with the Director to put together the budget. Do other libraries lay out the same way? Most have their Operating Budget just come from the town, not depend on Fundraising or Donations. The question is "formatting." Do other Libraries use the same format to put together a budget.

Can we better track what Grants come in and how they are spent. Should we keep it out of the budget. The Selectboard looks at the income from Grants and we need to be prepared to discuss with them.

On the Expense side we are over on our Technology as we received invoices late and it could not be put into last year's budget and we must consider the PayPal and Bank Fees. The Town charges people if they use a credit card, we do not. We need to get the "other person's" name off the PayPal account.

Mariette Boch is still on there. We will ask Larry if he can figure out how to change, or we need to contact them directly. Gail will ask him.

The repair and maintenance fees are high. We need to clarify with the Town what they are doing and what the library is doing. Then the Cleaning is expensive.

Donna would like to propose that we take the funds out of the Money Market Account at M & T Bank and put it into a high yield savings account. Bill has spoken to Julie and Deb Aldrich about what needs to be done. We have to ask Deb (town treasurer) to withdraw the funds and we (the Library Board) has to set up an account at One credit Union. The account is to be set up as the Town of Chester, Whiting Library. We need to find out what needs to be done.

We are moving the funds from M & T to One Credit Union. Is there a cost to move the money? Only if we don't keep within the time frame or if we get a broker to do it.

Marilyn Mahusky makes a motion to give Lora Cokolat, the Board Treasurer the authority to set up a new Account with a Higher Interest Rate, contacting One Credit Union. Motion seconded by Lyn Smith. Motion approved by board. Lora, you are now authorized!

Motion to accept Treasurer Report. Approved.

Director Report - There are new policies approved by the governor regarding privacy for those 12 years old and over. The State Library will be giving some guidance. The new policies do not have to be in effect until January 2025. Concern is how we accomplish this. Currently we do not have ages with the kids. We must change the system. Vokal will have to do it as it is going to be state policy. She has asked the State Library what the Best Practice will be. They suggest expiring all children accounts and when they come in to renew, we can get the information. There are also different levels of privacy in the curriculum system.

Currently there is no information in the system on age. We only have to have proof that someone is under age 12.

We should draft a policy once we see what the VT Library Association is doing.

If we are going to be approaching all kids, in order to have privacy, we will have to send any notices by mail to anyone under the age of 18. If a patron is new, we must ask if they are over age 12

Confirm that we will treat everyone as if they are 12 and up, and we will send any notifications via regular mail.

The Gardening Club wants to sell plants during our Book Sale as they've done in the past. We should ask that they not accept donations, as it may take away from donations towards the Library. Otherwise, we are ok with them setting up a table.

We got a grant from CLIF and they will do a program. Gail also is going to ALA program that she got a scholarship for.

We should also have a policy that we look at the Grant Process. Something that is consistent with the statute. Some kind of oversight.

Status of Library – good. We will be better when we have another body to work in the library.

Fundraising Report. - Letter is done, we decided to print out, so this will be "free" except for postage. When can we get together to work on the mailing. That's about 30 or 40 per person. It would be great if we can get together this weekend. Sorry for the short notice. We can do Saturday at 10 to 12 here at the Community Room. There is a meeting until 10:30, so we can meet at 10:30, should be done by 12:30/1:00.

Update on hiring new Library Assistant - Has interviewed 3 people. One is a patron, but does not have Library experience. There is one Librarian who applied, we are most excited in that our current substitute has applied. She is familiar with our system. We asked Gail to let us know who she'd prefer.

Members are not comfortable doing this in public. We should go into Executive Session. We will amend the agenda to go into Executive Session. Motion to enter Executive Session to discuss Personnel and consider candidates for hire. Motion seconded and all approved.

Entered Executive Session at 7:29 PM

Returned from Executive Session at 7:44 PM

Personnel Policy – We are creating a Sub-Committee – Matt Gorsky, Marilyn Mahusky and Donna McNeill-Hudkins. We will meet to review the Personnel policy that Gail submitted and create one to submit to the rest of the Board.

Volunteers at the Library - It would seem that we should create a policy. There was an application from a 12 year old to be a volunteer. Gail thought that the minimum age should be age 14. What kind of paperwork would be needed and kept on hand. Question on whether this is a Community Service, and it is through the school. What is the minimum age number per the State? Gail should look at the Vermont Library Association for info/for guidance. Do they have a policy. If we need a policy, we should develop a policy and investigate a minimum age. The Policy Committee will also research./

Confirm we are meeting at 10:30 AM on Saturday, June 15th to address, stuff fund raising envelopes. Lyn is out of town and can't make it.

Public Comments - No Public in attendance.

Next regular meeting is July 9th at 6:30 PM

Motion to adjourn approved. Adjourned at 8:01 PM

Submitted by Donna McNeill-Hudkins