

Whiting Library, Chester, Vermont

Regular Meeting of Board of Trustees

Meeting Notes – January 20, 2026

- 1 In attendance at the Whiting Library Suzy Forlie Room: Gail Zachariah, Lyn Smith, Penny Benelli, Matt  
2 Gorsky, Donna McNeill-Hudkins, Chris Burkes. Absent: Lora Cokolat
- 3 Public Attendance: None
- 4 Matt called meeting to order at 6:40 PM.
- 5 **Additions to the Agenda:** None
- 6 **Approve Minutes** from December 16, 2025 Meeting – motion to approve, seconded, no discussion,  
7 approved.
- 8 **Treasurers Report** – Lora sent in Treasurer’s Report, she missed meeting. Matt reviewed the summary.  
9 Noted that Lora had been in touch with the bank regarding renewal of the CD.
- 10 **Director & Youth Librarian Reports** - Gail noted that the house next door is having some kind of  
11 construction and staff and patrons have been asked to park on the street. Construction equipment has  
12 been blocking the Library parking lot.
- 13 Gail noted that the IMLS Grant from last year closed, and has just re-opened again for this year for  
14 application. Considering having a Chester historical collection area with information from the Chester  
15 Historical Society. She is raising the Non-Resident fee to \$35.00, cutting out a Library Aware app which  
16 will save about \$800.
- 17 We have been having problems with the Library Web page, it has to be re-done to meet accessibility  
18 standards, she has someone working on it to repair current issues. Discussion on having someone come  
19 in and re-do/design the web page. Would probably cost about \$5,000.
- 20 **Fundraising** - Fundraising report submitted, Kindful reports income of \$21,969. Vs the \$25,955 on  
21 Treasurer Report. There is a delay in reporting from end of 2024 that is included in the 2025 amounts.  
22 Donna brought in the list of high donors and Lyn brought in the Happy New Year Cards made, and we  
23 have a spreadsheet where we will hand write to selected donors. When done, bring them to Library  
24 and we will then take them all to the Town Hall to mail (before January 30<sup>th</sup>).
- 25 Some discussion on the process when someone drops a donation at the library. How is it handled?  
26 Depends on whether or not it is in a “mailing” return envelope. Suggest if someone just donates cash or  
27 a check, put it in an envelope and mark as a walk in donation in the cash register. The other place that it  
28 is difficult to tell if someone is a donation or not is funds received thru PayPal. WE should see if there is  
29 a way to put a required check mark or reason for payments (books, fees, donation etc)
- 30 **Policy** – Penny brought in the Personnel Policy she edited. There are many items that she feels are  
31 “unclear”. Everyone took a copy to review and we will finalize. Note that even though it is not  
32 finalized, it is still in effect.
- 33 **New Business (did not discuss during meeting as we were running late, sent request to Gail the next  
34 day, January 21st)** – Create a centralized invitation only Google Drive folder to include folders for  
35 Trustees, Policies, Staffing Information and details on Purchased Services and info on Library Specific  
36 Software. Gail was to set this up. She said most of it was already in existence, just had to organize. We  
37 asked this to be done by mid week (January 27<sup>th</sup>)
- 38 **Motion to enter Executive Session (1 V.S.A. § 313)** to discuss Personnel issue. Motion seconded and  
39 approved. Entered Executive Session at 8:08 PM

- 40 **Motion to Exit Executive Session** to discuss Personnel issue. seconded and approved. Exited Executive  
41 Session at 8:33 PM
- 42 Motion to move forward with steps discussed during Executive Session. Seconded and approved.
- 43 Motion made to adjourn meeting. Seconded and approved.
- 44 Adjourn meeting at 8:34 PM
- 45 Next Regular Meeting is February 17, 2026.