

Whiting Library, Chester, Vermont
Regular Meeting of Board of Trustees
Meeting Notes – November 18, 2025

- 1 In attendance at the Whiting Library Suzy Forlie Room: Gail Zachariah, Donna McNeill-Hudkins, Lyn
2 Smith, Penny Benelli. Zoomed in: Lora Cokolat, Absent: Matt Gorsky, Chris Burkes
- 3 Public Attendance: None
- 4 Lyn Smith (Vice Chair) called meeting to order at 6:37 PM.
- 5 **Additions to the Agenda:** Personnel Policy (will discuss under Policy)
- 6 **Approve Minutes** from October 21, 2025 Meeting – motion to approve, seconded, no discussion,
7 approved.
- 8 **Treasurers Report** – Lora did not receive end of month report from Laurie at Chester Town Hall. She will
9 follow up and get out to all board members by the end of the week.
- 10 We did make a motion to keep the quarterly distribution of the Wealth Management funds the same as
11 2025. Lora will let them know.
- 12 Lora & Gail will meet on Sunday to review 2026 Budget. Board (Gail had submitted with her Library
13 Documents) Will review via a Special Zoom Call and submit to Town by November 27th so it can be
14 presented at the December 3rd Selectboard Meeting.
- 15 Action Item: Donna will email Julie Hance to put Library Budget on December 3rd Agenda. (Done)
- 16 **Director & Youth Librarian Reports -**
- 17 Gail gave out information in her report about HUD grants for maintaining public libraries. Perhaps Julie
18 has seen already. She also listed other grants she has applied for. She states that the Town said they
19 would be finished with the construction work by the end of the month, so she will be continuing
20 program scheduling.
- 21 Carrie has had to have her programs upstairs with the construction going on downstairs. So, programs
22 have decreases. Hopefully will increase with construction done.
- 23 Director's & Youth Services reports accepted as is. Some programs have been put on hold because of the
24 construction going on downstairs.
- 25 **Fundraising** - Donna submitted the costs for printing and mailing the November fundraising letter.
26 Brought back some extras. Reviewed the report from Kindful on funds that are entered for Donations or
27 from Fundraising. Gail said that many donations go direct to the To/From account and are not recorded
28 in Kindful. This is a concern as we want to track all income from fundraising efforts to make sure there is
29 a return on our investment. Steps should be taken or a process made to make sure all income from
30 donations or fundraising is recorded.
- 31 Still have to create the individual cards to go out to our top donors Lyn will make up a card. There are
32 about 60 donors, so we can create the card and order on Snapfish while the sale it on!
- 33 Gail pointed out that the Library has artwork and printed etchings of the Library that could be sold for a
34 fundraising. The Library doesn't have room to store these things.
- 35 **Policy** – Donna had sent out the Personnel Policy with the changed wording for the “Health Care Stipend
36 in Lieu of” benefit. Penny has been reading policy and states that it needs editing, as this was a draft.
37 We agreed. Donna will forward Word document to Penny who will edit. She did have some questions
38 and needed some clarifications. There was discussion on “sick day” policy and whether it was the law

39 that unused sick days had to be rolled over. Penny will look at state statute. Perhaps go to State
40 Library Association.

41 Also a question as to whether or not and how paid time off is noted by the Town when they process
42 Payroll. Gail says that she keeps track and the town doesn't. Donna will follow up with Laurie in Town
43 to clarify. Action: Donna has sent an email to Laurie asking to clarify.

44 **Old Business** – None

45 **New Business** – Suggestions as to who we may ask to replace Jessie Krust. Some suggestions came out
46 and those members will ask the people if they are interested.

47 **Motion to enter Executive Session (1 V.S.A. § 313)** to discuss Personnel issue. Motion seconded and
48 approved. Entered Executive Session at 8:20 PM

49 **Motion to Exit Executive Session** to discuss Personnel issue. seconded and approved. Exited Executive
50 Session at 8:56 PM

51 No actions taken after Executive Session

52 **Public Comments** - None

53 Motion made to adjourn meeting. Seconded and approved.

54 Adjourn meeting at 8:57 PM

55 Next Regular Meeting is Tuesday, December 16th.