

Pawlet Public Library  
Monthly Meeting of Board of Trustees

MINUTES

January 3, 2023

Present: Trustees attendance: Kathryn Lawrence, Grace Larson, Heather Lund

Harley Cudney

Community Members: Linda Welch

Call to Order: 6:02 Harley calls to order

Review of November Minutes: Two amendments suggested (change where money from bookshelves would come from, add that the Community Coordinator would be available to cover the desk Saturdays as well, see approved minutes), Harley motions to approve, Heather seconds, all approve

Treasurer's report

- Kathryn presents the numbers for the 3<sup>rd</sup> Quarter for the growth fund, reserve fund, and checking account
- Numbers from the annual campaign are not yet available, but about \$18,000 has been raised from the book sale and the fall raffle

Director's Report: None

New Business

- Budget for 2023-24
  - o Kathryn clarifies that it is the Board's prerogative to approve the budget: the Select Board oversees maintenance of the building and staff salaries, but the Library Board approves the operating budget
  - o Kathryn asks why \$2,000 has been budgeted for consulting services for the strategic plan – this is something the Library Board should be able to do ourselves, working with the previous plan. Harley moves to eliminate this \$2,000 from the budget, Kathryn seconds, all agree
  - o For the annual appeal – is DonorSnap working? There are concerns that it is not effective at reducing the sending of multiple letters to the same household, winnowing inactive members, etc. Action Item – we will revisit addressing this process in September, before the next annual appeal
  - o There appears to be a discrepancy between the budget presented by the Library Director and what is reported by the town, it seems minimal, but concerns are raised about incoming vs. outgoing funds – we need to ensure that we don't overspend and have to tap into the reserve fund
  - o We need to ensure that grant money is properly recorded, spent, and reported

- Harley motions that we increase the grant income line item from \$500 to \$2,500, Kathryn seconds, all agree
- Kathryn mentions that we should see what is available from the Vermont Community Fund to address access issues at the library
- Harley proposes putting the budget in a format compatible with the town's budget system, then submitting it to the town. Kathryn moves to approve the budget, Heather seconds, all agree
- Heather asks what needs to be done to get the roof repaired – the ceiling in the children's room has been flaking, and an investigation is required as to what is causing that. Action Item: Harley will bring this matter to the Select Board and see what can be done

Bylaws – Grace, as Secretary, should send the agenda to the board and the town office

Discussion of changing the meeting day – Currently the Library Board meets on the same day as the Select Board, which makes it difficult for members to attend both meetings. It is proposed that Library Board meetings are moved to the first Monday of every month. This will be discussed more later, and if agreed upon, Harley will provide a calendar of meeting dates (that will not conflict with holidays, etc.)

Unfinished Business:

- Bookshelves for non-fiction room
  - Harley has concerns about spending money on a stop-gap solution for an ongoing access problem, the expense, and taking up too much room in an area used for other activities such as yoga, bone-builders, etc. but, as in our last meeting, all agree it is a worthy idea
  - Action Item – Harley will post an RFP for the bookshelves at the library and Front Porch Forum, proposals requested by end of January for review at our next meeting, specs to match the existing rolling bookshelf in the children's room

Public Comments:

- Linda would like the board to hire Andrus, as he has done good work for the library in the past and would ensure aesthetic continuity, and the library has received a donation earmarked for the bookshelves
- There should be training for individuals covering the circulation desk, and while that happens we should consider including training for a volunteer program to maintain coverage, and perhaps to reestablish evening hours one day a week. The board will discuss this next meeting.

Meeting adjourned at 8:07

Next Meeting February 7, 6 pm