

# WHITING LIBRARY BOARD OF TRUSTEES

## Minutes of March 9, 2021 Board Meeting

*Approved – April 13, 2021*

### *Trustees:*

Lyza Gardner- Absent

Colleen Garvey – Present

Ed Grossman -Present

Cathy Hasbrouck - Present

David Lord – Present

Robert Nied – Present

Donna Schields - Absent

### *Others Present:*

Deirdre Doran, Library Director

### **CALL MEETING TO ORDER**

Robert Nied called the meeting to order at 8:36 AM on the Zoom platform.

There was a discussion of whether or our new trustee had taken and signed the mandatory Oath of Office. Donna, who had not yet officially joined the meeting and had not yet taken the oath, agreed to attend to this before joining. Cathy, who is a current trustee, hadn't taken the oath. She remained to participate in the meeting as a non-voting member and attend to the oath afterwards. Robert tabled the election of officers and development of committees until the full board was able to participate.

### **APPROVE MINUTES OF February 8, 2021, MEETING of the Board of Trustees**

Cathy asked to amend the minutes changing "...from the second Wednesday..." to "...the second Monday..." in the last paragraph under new business.

A motion was made (Ed/David) to approve the minutes of the February 8, 2021, meeting as amended.

Approved by Colleen, Ed, David, Robert.

### **TREASURER'S REPORT**

Ed Grossman reported that our finances are in order for the start of 2021, noteworthy considering we're still operating during a pandemic. He was hopeful that the WL can make gains in revenue goals in book sales, fines, donations and fundraising. He said that Deirdre and her team are great at being fiscally astute and conservative, while being practical during the pandemic.

### Profit Loss Statement Through 2/28/21

#### Income

Ed stated that we received several generous donations, including one from the VT Country Store, totaling \$765 since the PL Statement was calculated. This brings us closer to our goal of \$1000. Fines and copier revenues are down during the pandemic. We are about \$1100 behind last year's pace for fundraising. Ed also pointed out that an amount of \$3120 was listed under Misc. Income. That is the amount we agreed to withdraw from our bank account to match the Town of Chester's contribution to defraying some of the cost of health benefits.

#### Expenses

Expenses look unexceptional at this time. They too have been affected by the pandemic.

#### Balance Sheet Through 2/28/2021

Ed went on to say that our Money Market account accrues very little interest and that our Preservation Fund varies significantly due to fluctuations in the market. At present the fund is doing well.

Investment Policy-Ed reminded the trustees that we should revisit the draw component of our policy in subsequent meetings to determine when to access the \$3120 referred to previously on the PL statement as Misc. Income.

Kindful – Ed thanked Deb Aldrich, Town Clerk, for helping to clarify residency status for donors who may have moved and thanked Lyza for her help in guiding him on how to edit the Kindful database for accuracy.

Your Cause-Deb Aldrich and Cil Mathews are still working on securing the Group Tax Exemption IRS form and information necessary for us to move ahead with Your Cause.

### **APPROVE TREASURER'S REPORT**

A motion was made (Colleen/David) to approve the Treasurer's Report. Motion was approved by Robert, David, Colleen, and Ed.

### **DIRECTOR/YOUTH SERVICES REPORT**

Deirdre gave a synopsis of the comprehensive print version of her Director's Report along with elements of the Youth Services Librarian's Report.

#### **Black History Month – February**

Deirdre said that the book display she created near the entry was surprisingly popular as people came to get their front porch pick up items. In fact, there were twice as many visitors to the Front Porch pickup as in the previous month. The Book Club read *The Underground Railroad* by Colson Whitehead, and discussed black history in the USA in regards to the book. 5 readers, plus the director attended the virtual book discussion on February 16<sup>th</sup>, which gave ample time for all participants to give their views on the book. There are currently 12 people on the mailing list for the book discussion group. Two special book lists were created for Black History Month, one for adults and one for children. They are posted on the website now. Children's programs centered around the art of Alma Woodsey Thomas.

### **Vermont Hot Chocolate Week – Feb 1<sup>st</sup>-7<sup>th</sup>**

The library also celebrated the first annual Vermont Hot Chocolate Week at the library. This was a patron appreciation celebration for which everyone who ordered items for front porch pick up got a packet of hot chocolate mix to make at home. The library gave away 66 packets of hot chocolate to patrons and got many delighted responses.

### **Cross-Training Personnel**

Deirdre said that she was cross-train library personnel and making sure protocols and procedures are up to date. Robert felt it was important to cross-train personnel and commended Deirdre for focusing on this endeavor. Deirdre shared that she is updating the website with Carrie, who is now able to update the Youth Services aspects on her own.

### **Grants**

Deirdre discussed resubmitting the ALA: Libraries Transforming Communities Grant application and expects to hear if the WL is a recipient by March 31<sup>st</sup>. The grant is for Strategic Planning. She submitted an application to the Association of Small and Rural Libraries Leadership Institute, which is a program offering leadership training to library directors across the USA. They are accepting only 30 applicants to this grant-funded program. We should hear back by April if Deirdre is fortunate enough to have been selected.

### **Newsletter**

The February edition of the library e-newsletter was sent out to our 130 subscribers and it was opened by 72, which is a great open rate for a newsletter! She enjoys hearing responses to the newsletter with book recommendations and other feedback from patrons.

### **Re-opening**

Ed asked where the library was in the process of re-opening, consistent with Governor Scott's recent comments about slowly getting back to a new normal. Deirdre shared that the libraries around the State have different infection rates in their communities. She has decided that when the Windsor County infection rate falls below 800 cases per million for two weeks, the library will reopen by appointment.

### **NEW BUSINESS**

Fundraising – Ed felt optimistic about reaching our goal even though we are \$1100 behind our to-date total when compared with 2020. He thought it was a reasonable projection, when considering the combination of new methods related to Kindful with our traditional methods of reaching out to donors.

## **OLD BUSINESS**

### *Suzie Forlie Memorial*

David informed the board that a team of about 10 members of the community, as well as some design experts, were committed to developing the memorial. Deirdre reported that the homeowners of the property adjacent to the parcel being discussed for the memorial, were planning on erecting a fence. Robert suggested that we work in concert with the homeowners, the Town, and the WL to best serve the planning of the memorial.

### *Silent Auction*

Deirdre reminded the board that there were many items being stored that were earmarked for a Silent Auction. It was suggested that we revisit the auction in the months of May, June, and July.

## **ANY OTHER BUSINESS TO COME BEFORE THE BOARD**

N/A

## **PUBLIC COMMENT**

N/A

## **ADJOURN**

There being no further business, a motion to adjourn was made (David/Colleen) and unanimously approved. The Board was adjourned at 9:11AM until the next meeting at 8:30AM on April 13th, 2021.

Respectfully Submitted,

Ed Grossman, Trustee