

# WHITING LIBRARY BOARD OF TRUSTEES

## MINUTES — JANUARY 14, 2018

The meeting was called to order by Chair, Kathy Pellett, at 9:35AM at the Library.

*Present:* Kathy Pellett, Chair; Mariette Bock, Treasurer; Lyza Gardner, Secretary; Vanessa Heybyrne; David Lord; Jessica Di Marco; Sharon Tanzer, Library Director

*Guests:* Ed Grossman

**Minutes from December 10, 2018, meeting:** Jessica Di Marco made a motion to accept the minutes from the December 10, 2018 meeting; seconded by Vanessa Heybyrne. Approved by all present.

**Director's Report:** Director Tanzer presented library-use statistics from 2018. Stephanie Kaufman, the new children's librarian, has started; an open house to welcome her is scheduled for January 23.

**Kyrias Foundation:** Director Tanzer explained the conditions of a \$500 grant from the Kyrias Foundation. David Lord made a motion to accept the conditions and the grant; seconded by Lyza Gardner. Approved by all present.

**Treasurer's Report:** Treasurer Mariette Bock presented an overview of the Library's 2018 income and expenditures. The Library ended 2018 with a net income, due in large part to lower-than-expected payroll expenses. The Library met and exceeded its 2018 fundraising goal.

### **Old Business:**

**Silent Auction:** The Board discussed fundraising goals for a proposed silent auction in 2020. The board will hold a vote at the next meeting about whether to proceed with the auction.

**Director's Evaluation:** D. Lord and the Library Personnel Committee presented Board Members with a copy of Director Tanzer's yearly evaluation summary letter.

### **New Business:**

**Fundraising Ideas:** Judi Copping suggested some additional fundraising ideas to the Board. One was the ability to list and thank donors (while allowing those who desire to remain anonymous to opt out). For donors who wish to make a donation as a gift in someone else's name, she suggested providing cards that the donor could give to the

person or people being honored. She also raised the idea of something akin to “Book Bucks”, redeemable at the Library’s ongoing Book Sale, as a motivator for donors.

There being no further business, a motion to adjourn was made by D. Lord; seconded by V. Heybyrne; unanimously approved. The Board was adjourned at 10:55AM until the next meeting on February 11, 2019.

Respectfully Submitted,

Lyza Gardner, Secretary

# WHITING LIBRARY BOARD OF TRUSTEES

## MINUTES — FEBRUARY 11, 2019

The meeting was called to order by Chair, Kathy Pellett, at 9:30AM at the Library.

*Present:* Kathy Pellett, Judi Copping, Mariette Bock, David Lord, Jessica Di Marco, Lyza Gardner, Trustees; Sharon Tanzer, Library Director; Ed Grossman, Guest

*Absent:* Vanessa Heybyrne, Trustee

**Amendments to Agenda:** Chair Kathy Pellett amended the agenda with one additional item: a farewell and thanks to Mariette Bock, Treasurer.

**Farewell to Treasurer M. Bock:** Trustee David Lord presented M. Bock with Vermont House of Representatives Concurrent Resolution #46, in which the “General assembly honors MB for her extraordinary devotion to Whiting Library.” M. Bock’s term is expiring this month; the Board thanked her for her extraordinary and long-lived service to the Library, in multiple capacities.

**January, 2019 Minutes:** Trustee Lyza Gardner made a motion to accept the January, 2019 minutes as amended to add Trustee Judi Copping to the list of attendees. Seconded by Trustee Jessica Di Marco; approved by all present.

**Treasurer’s Report:** M. Bock has submitted the Library operating budget and balance sheet through 2018 for inclusion in the Town’s annual report.

Director’s Report: Library Director Sharon Tanzer mentioned that she’d like to encourage members of the community to use the library facilities for community events more often. The computer in the Library’s Vermont Room had been having problems; it has been fixed and returned to service.

There is an ongoing issue with heat in the newer wing of the building, affecting the Children’s Room most notably. Thermostats do not work; the heat has to be manually overridden to function. Suburban Propane will be out to investigate and fix as time allows.

### **Old Business:**

*2020 Silent Auction:* D. Lord made a motion that the Board agree to hold an event to include a silent auction in the summer of 2020 with the purpose of raising money for improvements to the Library interior and exterior. Seconded by J. Di Marco; approved by all present.

Chair Pellett will be in contact with Helene Linn, who is spearheading donation solicitation.

**New Business:**

*“Gift in honor of” cards:* J. Copping presented proposed wording and structure for a card that could be used when a donor makes a gift to the Library in someone’s honor. The Board agreed that the next print run of Library donation cards could include some of these cards.

There being no further business, a motion to adjourn was made by L. Gardner; seconded by J. Copping; unanimously approved. The Board was adjourned at 11:10AM until the next meeting on March 11, 2019.

Respectfully Submitted,

Lyza Gardner, Secretary

# WHITING LIBRARY BOARD OF TRUSTEES

## MINUTES — MARCH 11, 2019

The meeting was called to order by Chair, Kathy Pellett, at 9:28AM at the Library.

*Present:* Kathy Pellett, Judi Copping, Lyza Gardner, Ed Grossman, Vanessa Heybyrne, David Lord, Trustees; Sharon Tanzer, Library Director

**Welcome to Ed Grossman:** The Board welcomes newly-elected Trustee, Ed Grossman.

### **Election of Officers:**

- *Chair:* David Lord made a motion nominating Kathy Pellett to the position of Board Chair; seconded by Judi Copping; approved by all present
- *Vice-Chair:* Lyza Gardner made a motion nominating J. Copping to position of Board Vice-Chair; seconded by K. Pellett; approved by all present
- *Treasurer:* L. Gardner made a motion nominating Ed Grossman to position of Board Treasurer; seconded by J. Copping; approved by all present
- *Secretary:* K. Pellett made a motion nominating L. Gardner to position of Board Secretary; seconded by E. Grossman; approved by all present

### **Committees:**

- *Book Sale:* The committee will continue to operate, chaired by J. Copping.
- *Personnel:* The committee will continue to operate, chaired by D. Lord., with participation of E. Grossman and Vanessa Heybyrne.

**Approval of Minutes:** D. Lord made a motion to approve the minutes of the meeting from February 11; seconded by E. Grossman; approved by all present.

**Treasurer's Report:** E. Grossman, as newly-elected Treasurer, is transitioning into the position with assistance from former Treasurer and Trustee Mariette Bock. E. Grossman to follow up with an update on the status of moving the Library's credit card from TD Bank to People's Bank.

**Director's and Youth Services Report:** The copier lease has finally expired, and the Library is able to buy out the current copier for a few hundred dollars. The Library will then own the copier; the maintenance contract will remain in place with the existing maintenance provider. Owning the copier will save the Library money and hassle.

A new screen for projection has been installed in the Community Room.

### **Old Business:**

**Outdoor Seating Area, Benches:** Chair K. Pellett met with Scott Wunderle to discuss options for an outdoor seating area for the Library. S. Wunderle provided aerial and surface photographs of the Library's surroundings and proposed that the seating area be located to the right (northwest) of the path to the entrance from Rte. 11, between two existing crabapples. This location provides a more level seating area, and will not interfere with the Annual Book Sale or other activities directly in front of the Library.

Chair K. Pellett is researching benches to find an appropriate, reasonably-priced, 6-foot bench; she will submit information about the selected bench to the Vermont Country Store to solicit funding.

There being no further business, a motion to adjourn was made by L. Gardner; seconded by j. Copping; unanimously approved. The Board was adjourned at 10:27AM until the next meeting on April 8, 2019.

Respectfully Submitted,

Lyza Gardner, Secretary

# WHITING LIBRARY BOARD OF TRUSTEES

## MINUTES — APRIL 8, 2019

The meeting was called to order by Chair, Kathy Pellett, at 9:31AM at the Library.

*Present:* Kathy Pellet, Judi Copping, Lyza Gardner, Ed Grossman, David Lord, Vanessa Heybyrne, Trustees; Sharon Tanzer, Library Director

**Approval of Minutes:** Ed Grossman made a motion to approve the minutes of the March 11, 2019, meeting; seconded by Judi Copping; approved by all present.

**Treasurer's Report:** A long winter translated to higher-than-average maintenance costs for snow and ice shoveling and sanding.

**Director's and Youth Services Report:** The Library is increasing the bandwidth of its Internet connection; it was formerly capped at bandwidth too low to support the Library's needs. The new cost for more reasonable bandwidth will be about \$129/month with VTel.

The Library has obtained, for free, a limited number of one-time family day passes to the Edgar May Center in Springfield. These passes are available to Library patrons. Interest in these passes will be tracked to assess whether the Library should, in the future, consider budgeting for a permanent pass that could be checked out. The cost for such a pass is a \$438 one-time fee.

### **Old Business:**

**Outdoor Seating Area:** Chair Kathy Pellett has submitted a solicitation letter to the Vermont Country Store requesting funding for a 6-foot bench for a new seating area in front of the Library. The search for the right 6-foot bench is ongoing, with hope to have it in place by May or June.

**2020 Silent Auction:** The Board discussed some examples of regional fundraising via online auction as a means of gathering more information to prepare for the event.

### **New Business:**

**2019 Volunteer Recognition Picnic:** This year's volunteer-recognition event be a picnic on Thursday, June 13th, in the afternoon.

**May Fundraising Letters:** Chair Pellett is preparing the May fundraising letter. Materials will be ready by the next Board meeting (May 13) for Board members to pick up. E. Grossman will obtain a list of new Town residents for addition to the mailing list.

**Dollar General Literacy Grant:** E. Grossman presented information about a grant through Dollar General for \$4000. Application information was submitted to Director Tanzer.

Another potential grant, offered by the National Science Foundation, will be discussed at the next meeting.

**Donation Thank-you Letter Wording:** Lyza Gardner requested that the wording of thank-you letters for donations exceeding \$250 be amended to include terminology to the effect that no goods or services were provided for said donation. This is to aid donors with tax deductions.

There being no further business, a motion to adjourn was made by L. Gardner; seconded by David Lord; unanimously approved. The Board was adjourned at 10:52AM until the next meeting on May 13, 2019.

Respectfully Submitted,

Lyza Gardner, Secretary



# WHITING LIBRARY BOARD OF TRUSTEES

## MINUTES — MAY 13, 2019

The meeting was called to order by Chair, Kathy Pellett, at 9:35AM at the Library.

*Present:* Kathy Pellett, Judi Copping, Lyza Gardner, Ed Grossman, David Lord, Trustees; Sharon Tanzer, Library Director

*Absent:* Vanessa Heybyrne

**Approval of Minutes:** Judi Copping made a motion to approve the minutes of the April 8, 2019, meeting; seconded by Ed Grossman; approved by all present.

**Director's and Youth Services Report:** Director Sharon Tanzer reports that there will be some minor, but not disruptive, changes to the Inter-Library Loan system in June.

Director Tanzer expressed appreciation to Malcolm Summers at the Chester Bookworm for recent repairs to antique and rare books in the Library's collection at a discounted rate.

Youth Services Librarian Stephanie Kaufman and Director Tanzer have submitted a grant application for the Dollar General Youth Literacy Grant. Awardees will be announced in September.

Suburban Propane has still not made a repair assessment for the Library's ailing heating and cooling system. E. Grossman will follow up with the town.

### **Old Business:**

**Fundraising Letters:** Board members are working on letters for the semi-annual fundraising drive. There was discussion about winnowing the mailing list and how to incorporate new residents from the Town's Grand List.

**Bench Acquisition:** Granite footings have been installed by Scott Wunderle in front of the Library to support a new bench. A bench has been ordered by the town in the same style as the new bench near the Information Booth. Vermont Country Store has provided financial support toward the cost of the bench.

### **New Business:**

**Warren Mackenson and Family, STEM Collection:** Donor Warren Mackenson and his family will be honored at a reception at the Library on May 20 at 11AM for his donation toward a STEM collection for the Library.

There being no further business, a motion to adjourn was made by L. Gardner; seconded by J.Copping; unanimously approved. The Board was adjourned at 11:14AM until the next meeting on June 10, 2019.

Respectfully Submitted,

Lyza Gardner, Secretary

# WHITING LIBRARY BOARD OF TRUSTEES

## MINUTES — June 10, 2019 - Amended

The meeting was called to order by Vice Chair, Judi Copping, at 9:33AM at the Library.

*Present:* Judi Copping, Ed Grossman, Vanessa Heybyrne, David Lord, Trustees; Sharon Tanzer, Library Director

*Absent:* Lyza Gardner, Kathy Pellett,

**Approval of Minutes:** David Lord made a motion to approve the minutes of the May 13, 2019, meeting; seconded by Ed Grossman; approved by all present.

**Treasurer's Report:** Ed Grossman reported on some of the items in his handout -

- The Investment Account unrealized gain/loss has varied from +\$4327.77 last month (April 2019) to -\$3545.93 this month (May 2019) due to market volatility. Although this is a long-term investment, we need to keep an eye on this portfolio.
- Fundraising Goal -With \$18,000 listed as revenue in the current budget from fundraising, and a projection of approximately \$6000 from June and Nov fundraising drive, we can expect a \$10-12,000 shortfall unless other activities are pursued. A monthly portion of this is reflected in our operating budget. One activity is discussed under New Business.
- June Fundraising is yielding an 11.6% return on the initial 431 requests.
- Facilities – Suburban Propane has assessed the problem with the thermostats and repair is expected by the end of June. A drainage problem near the lower entrance needs to be monitored during a deluge since all the components appear to be in working order. A sweaty pipe is only 2 years old and is in working order. Removal of an AC unit and replacing the glass is discussed under Director's Report.

**Director's and Youth Services Report:** Director Sharon Tanzer reported on some of the items in her handout and that of Youth Service's Librarian Stephanie Kaufman.

### **New Business:**

- Harley Rally – Judi offered to donate 100+ mystery books for the event pending good weather conditions. She asked if there was a person to contact who would include the book sale as an option for the many bikers. Ed will contact David Pisha about this. Sharon will put out a table.

- Fundraising – Ed mined the data from the April 2018 to April 2019 property transfer documents. There were 98 that did not seem to be corporate owned or parent/child transfers. The 4 trustees who were present took about 25 names each and will write and mail fundraising letters in next few days. This should add to our drive.
- Bench – The outdoor bench was discussed and Ed will follow up on status.
- 2017 Chester Historic Preservation Committee document will be analyzed at the July 8<sup>th</sup> meeting with subsequent follow-up with CHPC committee members if needed.
- Excel will be purchased and installed in the VT Room Computer.

There being no further business, a motion to adjourn was made by Vanessa Heybyrne; seconded by David Lord; unanimously approved. The Board adjourned at 10:18 AM until the next meeting on July 8, 2019.

Respectfully Submitted,

Ed Grossman, Trustee

# WHITING LIBRARY BOARD OF TRUSTEES

## MINUTES — JULY 8, 2019

The meeting was called to order by Chair, Kathy Pellett, at 9:32AM at the Library.

*Present:* Kathy Pellett, Judi Copping, Ed Grossman, Lyza Gardner, David Lord, Trustees; Sharon Tanzer, Library Director

*Absent:* Vanessa Heybyrne

**Approval of Minutes:** Lyza Gardner made a motion to accept the minutes from the June 10, 2019 meeting, as amended to remove paragraph regarding the Director/Youth Services report. Seconded by Judi Copping; approved by all present.

**Treasurer's Report:** Trustees are working on sending thank-you letters to those who donated to the most recent donation drive. Treasurer Ed Grossman provided information to Director Tanzer about a \$1200 grant from the Pilcrow Foundation.

**Director's and Youth Services Report:** Janet Burnham of the Bethel Historical Society has approached the Library, requesting that she be able to sell copies of the book Vermont's Elusive Architect: George H. Guernsey at a small table at the Library's annual Book Sale on Fall Festival Weekend (Sept. 21 & 22). Guernsey designed Whiting Library, so there is a connection to Chester. L. Gardner made a motion to approve; seconded by E. Grossman; approved by all present.

Three donated E-Readers have arrived for the Children's room.

### **Old Business:**

**2020 Silent Auction:** The Board held a discussion about procuring in-kind donations for the planned auction and reviewed a proposed fact-sheet/informational letter for local businesses. A tentative date for the auction has been set: the second half of June, 2020. A committee is to be formed soon.

There being no further business, a motion to adjourn was made by L. Gardner; seconded by David Lord; unanimously approved. The Board was adjourned at 11:27AM until the next meeting on August 12, 2019.

Respectfully Submitted,

Lyza Gardner, Secretary

# WHITING LIBRARY BOARD OF TRUSTEES

## MINUTES — August 12, 2019

The meeting was called to order by Chair, Kathy Pellett, at 9:33AM at the Library.  
Present: Kathy Pellett, Judi Copping, Colleen Garvey, Ed Grossman, David Lord,  
Trustees; Sharon Tanzer, Library Director

Absent: Lyza Gardner, Vanessa Heybyrne

Welcome New Trustee: Colleen Garvey was welcomed as a new Trustee.

### Approval of Minutes:

Ed Grossman made a motion to accept the minutes from the July 8, 2019 meeting.  
Seconded by Judi Copping ; approved by all present.

Judi Copping made a motion to accept the minutes, as amended, from June 10, 2109  
meeting. Seconded by Ed Grossman; approved by all present.

Treasurer's Report: Ed Grossman went through the Treasurers's report including the  
Profit/Loss Statement and Balance Sheet through July 31<sup>st</sup> 2019. David Lord moved to  
authorize Ed as the agent for PayPal. Seconded by Judi Copping; Approved by all  
present. Kathy will write a letter for Ed to send to PayPal.

Rotary has indicated that they would act as a \$400 donor to support a 2-1 matching grant  
from the Pilcrow Foundation for a total of \$1200 to purchase hardcover children's books.

Director's and Youth Services Report: Sharon discussed these reports (sent prior to the  
meeting via email.) There was a discussion on researching DVDs, grouping by topic vs  
"researchable" by topic.

### Old Business:

- Fundraising Update – Ed reported that we have over 100 donors so far for the June 2019 drive. He will be updating the donor lists. We are looking into new homeowners and/or residents for 2016, 2017 and Jan-Mar 2018. We already have this data for April 2018-April of 2019. Kathy is looking into transfers since April 2019.
- Silent Auction – There was a discussion on selecting a date. Event to be discussed at the next meeting for a vote. Committee to be expanded -Let Kathy know if you want to volunteer. So far committee includes Kathy, Judi, and Colleen.
- Library Facility Needs (Chester Historic Preservation CTE) – to be discussed next meeting.

New Business:

- Book Sale – Judi passed around a sign-up sheet for staffing the Book Sale during Fall Festival. Sign-ups will continue during future meetings.
- Library Regional Trustee Training – Trustees encouraged to attend. (Multiple sites offered – Sept 28<sup>th</sup> Brattleboro, Oct 12<sup>th</sup> Rutland, Oct 21<sup>st</sup> Lyndonville.)
- Personnel Committee Update – David stated that the committee should meet with Sharon in November and present her with the Director’s evaluation in Dec. He discussed getting input from the trustees and looking at options that may improve the process.

Other:

Adjourn: There being no further business, a motion to adjourn was made by Colleen; seconded by Judi; unanimously approved. The Board was adjourned at 9:33AM until the next meeting on September 9, 2019.

Respectfully Submitted,

Ed Grossman, Trustee (for Lyza Gardner, Secretary)

# WHITING LIBRARY BOARD OF TRUSTEES

## APPROVED MINUTES — SEPTEMBER 9, 2019

The meeting was called to order by Chair, Kathy Pellett, at 9:29AM at the Library.

*Present:* Kathy Pellett, Judi Copping, Ed Grossman, Lyza Gardner, David Lord, Vanessa Heybyrne, Colleen Garvey, Trustees; Sharon Tanzer, Library Director; Helene Linn, Guest

*Absent:* None

**Approval of Minutes:** Judi Copping made a motion to accept the minutes from the August 12, 2019 meeting. Seconded by Ed Grossman; approved by all present.

**Treasurer's Report:** Treasurer Ed Grossman reports that the Library did not win the Dollar General grant, which had 2000 applicants and was highly competitive. Donations are up slightly year-over-year from 2018.

The Chester Rotary Club has donated \$400 to be used toward matching funds for the Pilcrow Foundation grant.

Treasurer Grossman is experiencing some challenges with the Library's PayPal account, as it was opened in former Treasurer Mariette Bock's name, and PayPal will not transfer ownership without closing the account. Director Sharon Tanzer pointed out that getting the not-for-profit status on the current PayPal account was a challenge as the Library is not (and cannot be) a 501(c)(3) entity.

Treasurer Grossman has updated the master donation spreadsheet to be up-to-date for donations received through Sept. 1, 2019. He suggested revisiting the topic of how the donation solicitation list is populated at a later date.

**Silent Auction:** Helene Linn was present to update the Board about the Silent Auction event, currently slated for summer/autumn 2020. A committee has been formed with three Board members.

H. Linn presented to the Board about in-kind donations already given or pledged by many area businesses in Springfield and other regional Towns, and explained some of the tasks she undertakes as an Auction Coordinator. Chester businesses have not yet been approached by H. Linn as the Board decided to take this task on amongst its members.

H. Linn expressed concern about the auction-planning process, and emphasized that Chester-area donations needed to be secured this calendar year. She requested to have a contact on the Board



other than Chair Kathy Pellett. The Board assured H. Linn that the auction committee, chaired by Trustee Colleen Garvey, would serve as a central point of contact going forward. An auction committee meeting, to include H. Linn, was scheduled for later in the week. The Board thanked H. Linn for her impressive work in securing a first set of donations.

**Director's and Youth Services Report:** Director S. Tanzer extended gratitude to Cathy Hasbrouck, who has been “saving us thousands of dollars per year” in IT support for the Library’s computers. Cathy recently patiently and painstakingly recovered a computer that had become unusable after a Windows operating system update.

Director Tanzer noted that the former LEGO club was morphing naturally into a maker-style space, allowing for participants to drop in more informally. Youth Services Director Stephanie Kaufman is leading this project.

**Old Business:**

**Book Sale:** J. Copping, Chair of the book-sale committee, solicited volunteer signups for the annual book sale, which is on the weekend of Sept. 21 & 22.

**New Business:**

**Retreat:** E. Grossman and David Lord proposed the idea of scheduling a retreat or planning session for the Board. Several variants were discussed. Chair Pellett will contact Lara Keenan (Vermont Library Association) to see if they can assist, and the Board agreed to send ideas for retreat topics to Chair Pellett for discussion at a later meeting.

There being no further business, a motion to adjourn was made by Lyza Gardner; seconded by D. Lord; unanimously approved. The Board was adjourned at 11:51AM until the next meeting on October 14, 2019.

Respectfully Submitted,

Lyza Gardner, Secretary

# WHITING LIBRARY BOARD OF TRUSTEES

## DRAFT Minutes — October 14, 2019

The meeting was called to order by Chair, Kathy Pellett, at 9:28AM at the Library.

*Present:* Kathy Pellett, Judi Copping, David Lord, Vanessa Heybyrne, Colleen Garvey, Ed Grossman, Lyza Gardner, Trustees

*Absent:* Sharon Tanzer, Library Director

The Board started the meeting by thanking trustee Judi Copping for chairing the Library's book sale committee and running a successful annual book sale. 2019's book sale revenue set a new record of \$1473. It was also noted that one of the Library's tents may need replacement, as it is wobbly and unstable in windy weather.

### APPROVE MINUTES

Lyza Gardner made a motion to accept the minutes from the Sept. 9, 2019 meeting with the following amendment: the minutes were misdated as being from Oct. 15, 2018; the date should be changed to reflect the correct meeting date of Sept. 9, 2019. Seconded by Ed Grossman; approved by all present.

### TREASURER'S REPORT

Treasurer Ed Grossman gave an update including the current status of expenses for several budget line items.

The Library has received a \$1000 check from GMAC Springfield for the Silent Auction.

Treasurer Grossman raised the issue of long-term planning in terms of Library employee salaries and expressed interest in researching benefits-package cost so that the Board is aware of what these costs are for Town employees.

The Library has received a \$390 check toward courier costs from the State of Vermont (LSTA 19 Grant). The Library's thermostats will be fixed, after long delay, on Oct. 17.

### DIRECTOR'S REPORT

Youth Services Library Stephanie Kaufman's last day was on Oct. 9, and the Library is facing a staffing shortage. Help is needed Mondays, Wednesdays and Fridays from 4-6PM, and help for story time is also needed. Several trustees volunteered to help.

An advertisement for the Youth Services position has been posted on an email mailing list for the Vermont Department of Libraries and in the *Vermont Journal*.

## **OLD BUSINESS**

### *Silent Auction*

Helene Linn reports that more than \$3000 in in-kind donations have been secured for the auction. Auction committee members have expressed some concern about the shelf stability and/or expiration of some of the donated items (e.g. soaps, jams). There are ongoing discussions about how to organize and format the form filled out for vendor donations.

Trustees discussed a few concerns about the fundraising within Chester Town. Chester Rotary received multiple vendor complaints during the Chester Fall Festival about fundraising activity during the event. The Board discussed next steps for auction planning.

A motion was made by Lyza Gardner: Trustees agree that we appreciate the work from Helene Lynn and her consultancy; it's now time for Trustees and the auction subcommittee to take the lead role moving forward—soliciting local vendors and planning the event itself. Seconded by Judi Copping. The motion passed, with Ed Grossman voting in the negative.

## **NEW BUSINESS**

### *Retreat*

Kathy Pellett proposed some options for scheduling a Trustee retreat in January, 2020. Lara Keenan from the Vermont Department of Libraries is assisting the development of retreat content. The Board settled on a date for the retreat: January 25, 2020.

### *Personnel Committee Update*

The personnel committee met and worked on revisions to the Director's yearly evaluation form. Updated form will be ready soon, and the evaluation process will be discussed at the next scheduled Board meeting.

November Fundraising Mailing Update

Kathy Pellett is at work drafting the letter for the November fundraising mailing. She requested a rough count of recipients on the current mailing list from Ed Grossman. Lyza Gardner offered to help Ed Grossman organize and arrange the list before the mailing. The Board's goal is to have mailings sent by Thanksgiving.

There being no further business, a motion to adjourn was made by David Lord; seconded by Colleen Garvey; unanimously approved. The Board was adjourned at 11:40AM until the next meeting on November 11, 2019.

Respectfully Submitted,

Lyza Gardner, Secretary

# WHITING LIBRARY BOARD OF TRUSTEES

November 11, 2019

The meeting was called to order by Chair, Kathy Pellett, at 9:34AM at the Library.

*Present:* Kathy Pellett, Judi Copping, David Lord, Vanessa Heybyrne, Colleen Garvey, Ed Grossman, Lyza Gardner, Trustees; Sharon Tanzer, Library Director

## APPROVE MINUTES

Ed Grossman made a motion to accept the minutes of the October 14, 2019 meeting, seconded by Colleen Garvey; approved by all present.

## TREASURER'S REPORT

### *Fundraising Update*

Treasurer Ed Grossman gave an update on year-to-date fundraising, which comes to \$11,158. There is a small discrepancy in numbers with the Town due to a \$385 amount that was recorded under *Postage* but should be under *Fundraising*. E. Grossman will follow up with the Town to reconcile.

Annual letters to formally request disbursement of committed funds from the Town of Chester and the Town of Andover will be written by E. Grossman.

Bookkeeping will now close for the June, 2019 fundraising drive. Incoming donations from this point (Oct. 14, 2019) onward will be recorded under the November, 2019 drive.

### *FY 2020 Proposed Budget*

E. Grossman shared a draft budget for Fiscal Year 2020 with Board members. Proposed budget includes an increase in salaries for library employees which Chair K Pellett explained is able to better compensate employees now and in the future. The Library needs to be able to offer more competitive salaries if it is to attract quality employees, especially since it does not offer medical benefits for Library employees. Accordingly, there is a subsequent increase in payroll expenses as well. Also, the proposed budget includes an increase in funding from the Town of Chester—from \$75,000 to \$78,000—and an increase from Andover from \$2,500 to \$2,800 (amended to \$2,600 after discussion).

Lyza Gardner pointed out that the amount requested from the towns hasn't increased for three years, meaning that the potential 4% increase request to Chester (1.3% averaged out per year) is a modest amount, considering that 2019 inflation is about 2.4%. However, the increase for Andover in the proposed budget, while small in dollar amounts, is disproportionate, amounting to 12%. L. Gardner suggested evening out the percentage increases between the two towns for fairness.

L. Gardner said that she would appreciate additional time to review and consider the proposed budget before voting on it.

E. Grossman agreed to integrate feedback into the proposed budget and distribute an updated copy in advance of December's regular meeting, when it will be discussed and voted upon by the Board.

November, 2019, Fundraising Drive

E. Grossman and L. Gardner distributed mailing lists to each Board member for the November fundraising mailing. The Board is aiming to have these done and mailed by Nov. 22.

**DIRECTOR'S REPORT**

Director Sharon Tanzer continues the search for a new Youth Services director. Reminders from the fall book sale have now been cleared out of the building. Director Tanzer is working on drafting the annual library report for inclusion the Town Report, aiming to complete it by the end of the month.

The Library has been awarded a Pilcrow grant, a two-to-one matching grant for the purchase of children's books. Rotary Club of Chester donated \$400 (which will be matched with \$800 from the grant), and book plates in books purchased with grant funds will include a thanks to Chester Rotary. The grant will cover about 70 new books.

Director Tanzer provided the Board with a list of proposed 2020 holidays. L. Gardner made a motion to accept the list of holidays, seconded by E. Grossman; approved by all.

**OLD BUSINESS**

Silent Auction

Colleen Garvey reported on a recent meeting of the Silent Auction Committee. Certain donated in-kind items will be stored off-site. K. Pellett reported that Vermont author Archer Mayor has agreed to offer, as an auction item, to put a winning bidder's name in his next book. He is also considering being the honorary Chair of the event, depending on the date. K. Pellett will get back to his agent when more details have been decided.

Catering will represent a significant expense for the event, and the price of auction tickets will be calculated based on how much this ends up costing. The committee is actively working on obtaining sponsors for the event.

Personnel Committee

The timeline for Board review of the Library Director has been revised. The review process will be wrapped up by mid-December.

Judi Copping thanked Board members for volunteering to help fill in staffing gaps while a new Youth Services director is sought.

There being no further business, a motion to adjourn was made by David Lord; seconded by C. Garvey; unanimously approved. The Board was adjourned at 10:57AM until the next meeting on December 9, 2019.

Respectfully Submitted,

Lyza Gardner, Secretary

# WHITING LIBRARY BOARD OF TRUSTEES

*Minutes — December 9, 2019*

The meeting was called to order by Chair, Kathy Pellett, at 9:33AM at the Library.

*Present:* Kathy Pellett, Judi Copping, David Lord, Vanessa Heybyrne, Colleen Garvey, Ed Grossman, Lyza Gardner, Trustees; Sharon Tanzer, Library Director

## **APPROVE MINUTES**

A motion to approve the minutes was made (Ed Grossman/seconded Vanessa Heybyrne) with amendments as follows:

Replace second sentence under “FY 2020 Proposed Budget” with:

Proposed budget includes an increase in salaries for library employees which Chair K Pellett explained is able to better compensate employees now and in the future. The Library needs to be able to offer more competitive salaries if it is to attract quality employees, especially since it does not offer medical benefits for Library employees. Accordingly, there is a subsequent increase in payroll expenses as well. Also, the proposed budget includes an increase in funding from the Town of Chester—from \$75,000 to \$78,000—and an increase from Andover from \$2,500 to \$2,800 (amended to \$2,600 after discussion).

Add sentence under “Old Business — Silent Auction”:

K. Pellett reported that Vermont author Archer Mayor has agreed to offer, as an auction item, to put a winning bidder’s name in his next book. He is also considering being the honorary Chair of the event, depending on the date. K. Pellett will get back to his agent when more details have been decided.

Approved by all present.

## **TREASURER’S REPORT**

Letters to the Towns of Andover and Chester have been sent requesting remittance of approved funding. Andover has paid; Chester has not yet.



Treasurer Ed Grossman discussed a few points about making sure the Board is doing all it can to make sure that donors have what they need at tax-filing time.

#### Fundraising Update

The Library has received \$1770 for the November fundraising drive to date.

### **DIRECTOR'S REPORT**

Director Sharon Tanzer shared draft of the annual report to the Town with Board members.

Children's books have been acquired through the Pilcrow Foundation grant. A press release has been drafted and a reception is being planned for January 8, 2020 at 11AM.

The pillar lights outside are not working correctly and Director Tanzer will notify the Town.

#### Strategic Plan Workflow

Director Tanzer gave a presentation summarizing the process for creating a 5-year strategic plan for the Library.

E. Grossman asked if Director Tanzer felt that the Strategic Plan was meaningful and something that guided her. Sharon felt it was invaluable. It involved input from the community and a framework for moving forward with, e.g. Early Literacy. On the other hand, Information Technology interest from the public has reached an "end point."

### **OLD BUSINESS**

#### 2020 Budget

Chair Pellett suggested moving Chester to a line next to Andover in the spreadsheet for Income.

David Lord moved and Colleen Garvey seconded a motion to approve the 2020 budget as submitted by the treasurer in the amount of \$110,114. Unanimously approved.

#### Retreat

Topics for the scheduled retreat for the Board include Long Term Planning and Managing Funds.

Personnel Committee

D. Lord discussed meeting to discuss compiling results and meet to complete the director's evaluation, scheduled for Friday, December 13, 1PM.

**OLD BUSINESS**

Director Tanzer reminded the Board of the upcoming Chinese Calligraphy class on Saturday, December 14, at 11AM.

There being no further business, a motion to adjourn was made by Judi Copping; seconded by D. Lord; unanimously approved. The Board was adjourned at 10:42AM until the next meeting on January 13, 2020.

Respectfully Submitted,

Lyza Gardner, Secretary