



WHITING LIBRARY BOARD OF TRUSTEES

DRAFT Minutes -- April 12, 2022

Trustees Present: Robert Neid, Ed Grossman, Rosamund Conroy, Lyza Gardner, Kathy Poston, Donna McNeill-Hudkins via Zoom Teleconference. Library Director, Deirdre Doran, was present; no members of the public were present.

CALL TO ORDER

The meeting was called to order by Robert Neid, Chair, at 8:35AM.

ADDITIONS TO THE AGENDA

None

APPROVE MINUTES from March 8, 2022

- *A motion to approve the March 08, 2022 meeting minutes as amended was made by L. Gardner and seconded by K. Poston. Unanimously approved.*

TREASURER'S REPORT

Ed Grossman pointed out an error in the P/L statement header, that it should say through March 31. The budget looks stable, items to note on the P/L statement is that book sale income is low but should increase with the annual book sale. The library is doing well on its fundraising targets, with various drive efforts on track to meet their goals. A discussion of expenses included ongoing consideration of working within our budget (and with the town) to offer additional healthcare benefits to employees. The preservation/investment fund is performing at parallel levels, due to market downturns. The library continues to have about \$29k in the money market account. Library finances look healthy, a credit to the Town of Chester's financial and operational support and the careful management of day-to-day finances by the Library Director. Kathy Poston asked about a column in the balance sheet under the 'due/to/for other funds'. Ed Grossman is going to look at that and clarify the numbers in that column. D. Doran asked whether the library staff could expect an annual pay raise; R. Nied said that would be discussed in the upcoming personnel committee meeting. D. Doran also asked about updates to the personnel policy regarding healthcare benefits, another item that would feature on the personnel committees agenda.

- *A motion to approve the treasurer's report was made by R. Conroy and seconded by L. Gardner. Unanimously approved.*

DIRECTOR AND YOUTH SERVICES REPORT

D. Doran summarized her written report, which was provided to the trustees ahead of the meeting. The discussion started with an update on Better Places grant progress; Terragenius Landscaping has been brought in by the Town and is working on conceptual design for an outdoor library place, as part of their broader scope of work in town. The board voiced its support for this ongoing process, including the potential of engaging in crowd-sourced funding to reach our matched funding obligation (should the grant be approved).

D. Doran is also looking at use of remaining ARPA funds; meanwhile, programming continues apace, including the new art display, book club and the poetry slam/workshop. The Strategic Plan is progressing towards a final version. Once final content edits are approved, D. Doran will design the graphics and circulate a worked-up draft to the board. D. Doran and C. King took DEI classes in March, funded by the Vermont Department of Libraries.

This includes auditing acquisitions and existing collections for DEI standards. D. Doran talked about record retention. Since the Whiting Library is a municipal library, it would follow the town's standards for record collection. The state is developing library standards for record retention; it may be that future record retention follows those guidelines. The town hired a new facilities manager; Deirdre gave him a tour of the building and highlighted certain issues (i.e. leaking pipe in storage closet).

Youth Services Report: March youth services and programs were briefly summarized by D. Doran, with a written report provided to the trustees by C. King in advance of the meeting.

PROGRAMMING COMMITTEE REPORT

R. Conroy, acting chair of the sub-committee, talked about the programming committee's April meeting. The meeting was a higher-level meeting, mainly devoted to a discussion of process and procedure. Minutes are available on the town website. New spring programming has been met with positive public feedback.

FUNDRAISING COMMITTEE REPORT

Committee Chair, L. Gardner, provided an overview of past fundraising goals and methods. The next fundraising appeal is the spring fundraising appeal; this is a full board commitment. An immediate task for the committee is to discuss all incoming ideas and consider which ones will go into the May fundraising letter. Trustees need to pick up the letters (70 per trustee) and circulate them by or before May 20th. L. Gardner revisited the idea of gathering business data and said that she was continuing to work on that and to troubleshoot how to assemble this information asynchronously.

NEW BUSINESS

- Review and update of library policies
 - Establish a schedule for review of all policies; D. Doran said the state recommends an annual review of policies. The board will continue to consider how to best review policies.
 - Personnel Policy changes: updates needed to be made to reflect the healthcare stipend and other changes. E. Grossman agreed to review the policy and come up with suggested additions or edits.
 - Exhibition Policy changes: The Programming Committee has that policy review as an action item, with any edits or suggestions to be discussed at the next (June) programming committee meeting.
- The next Personnel Committee meeting date was set for Thursday, April 21 at 10am.

OLD BUSINESS

- Status of transition to official email accounts for compliance with Public Records Law (1 V.S.A. § 316). R. Nied submitted an application to Verisign for the .gov domain; the application was rejected on the grounds it needed to be submitted under a different heading. R. Nied resubmitted the application under the suggested heading and anticipates it will be processed shortly.

PUBLIC COMMENT

No public comment.

ADJOURN

There being no further business to discuss, a motion to adjourn the meeting was made by L. Gardner; seconded by E. Grossman. Unanimously approved. The meeting was adjourned at 9:36am until the next regular meeting.

Respectfully submitted on April 12, 2022 by Rosamund Conroy, Vice-Chair.