



## WHITING LIBRARY BOARD OF TRUSTEES

DRAFT Minutes -- Friday, May 13, 2022, at 8:30 AM

Trustees Present: Robert Nied, Ed Grossman, Lyza Gardner, Kathy Poston, and Carolyn Frisa via Zoom Teleconference. Rosamund Conroy and Donna McNeill-Hudkins were absent. Shawn Cunningham (member of the public) was present.

### CALL TO ORDER

The meeting was called to order by Robert Neid, Chair, at 8:31AM.

### ADDITIONS TO THE AGENDA

R. Nied asked to add the approval of the May 10 meeting minutes and a brief discussion of the recent public records request under new business. R. Nied recommended a brief public comment session be added before the board entered executive session to allow the public to comment early on in the meeting as well as at the end once all agenda items had been covered since we were unable to hear public comments in the May 10 meeting since there were no longer enough trustees to have a quorum after the long executive session. All trustees agreed this would be a good idea.

### ADDITIONAL PUBLIC COMMENT

R. Nied asked if there was any public comment at this time; none was made.

### APPROVE MINUTES from April 12, 2022 Regular Meeting and May 10, 2022 Special Meeting

April 12 Minutes: Ed Grossman requested the following change in the first paragraph under the Treasurer's Report. "A discussion of expenses included ongoing consideration of working within our budget (and with the town) to offer additional healthcare benefits to employees" should read "A discussion...to help defray the cost of employee health benefits".

*A motion to approve the April 12, 2022 meeting minutes as amended was made by Lyza Gardner, and seconded by Carolyn Frisa. Unanimously.*

May 10 Minutes: *A motion to approve the minutes as written was made by L. Gardner and seconded by E. Grossman. Minutes were initially approved as written but Kathy Poston then stated she hadn't received them, so approval will be tabled until the next meeting until all trustees had the opportunity to review them. C. Frisa apologized for the oversight in not including her in the group email with these minutes.*

### EXECUTIVE SESSION TO DISCUSS PERSONNEL ISSUES [As defined under 1 V.S.A. § 313(a)(1)(A), 1 V.S.A. § 313(a)(1)(B) and 1 V.S.A. § 313(a)(4)]

*A motion to enter Executive Session to discuss personnel issues, which may include employee evaluation, employment status, agreements and compensation, was made at 8:41 am by C. Frisa, seconded by E. Grossman. Approved unanimously.*

*A motion to leave Executive Session until the Library Director becomes available to join this meeting was made at 9:38 was made by C. Frisa, seconded by L. Gardner. Approved unanimously.*

S. Cunningham (member of public) asked if the board would be commenting on the Director's recent resignation. R. Nied stated the board wants to have the opportunity to speak with the Director before making any comments on this issue.

### **TREASURER'S REPORT**

Treasurer Ed Grossman provided an update on the library budget, beginning with a statement that finances remain in good order and that current fundraising efforts are ahead of last year. There is \$1,000 in the budget from the Silent Auction and E. Grossman suggested the board consider holding another similar fundraiser this year. Donations to this point are on goal and there are sufficient funds under programming to allow for additional spending in this category.

The update from the financial advisor is that the money market account remains static; the preservation fund continues to be impacted by the current volatile market and has decreased in value by ~\$25,000 in the last year, but remains ~\$15,000 higher than it was at the beginning of 2020 and is expected to recover these losses in the long term. Withdrawing funds to help defray the cost of employee health benefits was not recommended at this time based on discussions with the financial advisor.

R. Nied asked if there had been any changes due to the recent transition of People's United Bank to M&T Bank; E. Grossman replied no changes had occurred yet.

*A motion to approve the Treasurer's Report as written was made by L. Gardner; seconded by C. Frisa. Approved unanimously.*

### **DIRECTOR AND YOUTH SERVICES REPORT**

These reports were tabled until the next meeting as neither the Library Director or Youth Services Librarian were present at this time.

### **PROGRAMMING COMMITTEE REPORT**

Table to the next meeting until library staff members are present.

### **FUNDRAISING COMMITTEE REPORT**

Lyza Gardner provided an update on the status of spring fundraising drive. Due to a continued delay in getting the printed materials from the printer and the unavailability of several trustees for the rest of May, L. Gardner recommended the drive be delayed until June. The board also expressed concern over the need to devote time to other issues at this time and agreed it was best to delay the fundraising drive until June.

### **NEW BUSINESS**

Robert Nied reported on a recent public records request and explained trustees should send the requested information to him directly so the records may be compiled and sent to the Town's attorney for review. He clarified that all records should be sent, including those that might be considered redundant such as an email cc'd to the entire board.

The Personnel Committee still needs to schedule a meeting and will do so in upcoming weeks.

### **OLD BUSINESS**

R. Nied provided an update on the status of the transition to official email accounts for trustees/.gov domain application. The application to VeriSign is still pending approval for the domain name whitinglibraryvt.gov and should be approved soon.

Carolyn Frisa provided a brief update on the potential collaboration with Bee the Change to identify the Whiting Library as a potential site for their Town Pollinator Project and the possibility of a virtual program on the subject of pollinator gardening. C. Frisa spoke with Patrick Kitchen, Director of Operations and Marketing, and he is interested in both; he is available to meet with library staff and trustees on Monday, May 16 at 4pm at the library to look at the site in the backyard and discuss the potential project. R. Nied will meet with him and Kathy Poston hopes to join them. R. Nied will reach out to Scott Wunderle (of Terrigenous Landscape Architecture) to discuss how this might be incorporated into plans for the potential Better Places grant-funded project to repurpose the backyard space. R Nied pointed out that additional funds beyond what is available through the Better Places grant may be necessary and that ARPA funds could be considered as an additional funding source.

**EXECUTIVE SESSION TO DISCUSS PERSONNEL ISSUES** [As defined under 1 V.S.A. § 313(a)(1)(A), 1 V.S.A. § 313(a)(1)(B) and 1 V.S.A. § 313(a)(4)]

*A motion to enter Executive Session when the Library Director joined the meeting at 10:05am to discuss personnel issues, which may include employee evaluation, employment status, agreements and compensation was made by C. Frisa, seconded L. Gardner. Approved unanimously. C. Frisa left the meeting at 10:36.\**

*A motion to leave Executive Session was made at [redacted] was made by [redacted], seconded by [redacted]. Approved unanimously.*

[redacted] agreed to take minute for the remainder of the meeting.

\_\_\_\_\_ Any info to add after executive session?

**PUBLIC COMMENT**

[redacted]

There being no further business to discuss, a motion to adjourn the meeting was made by [redacted]; seconded by [redacted]. Unanimously approved. The meeting was adjourned at [redacted].

Respectfully submitted on May 23, 2022 by Carolyn Frisa, Secretary.

\*Additional minutes taken after C. Frisa left the meeting at 10:36am will be added when the minutes are reviewed for approval by the board at their next regular meeting. These minutes were submitted without this information to make them available as close as possible to 5 days after the meeting was held.