

Whiting Library Minutes
Regular Meeting
September 13, 2022, at 6pm
Whiting Library and Zoom

In Attendance: Trustees Donna McNeill-Hudkins, Jesse Bailey, Bill Dakin, Matthew Gorsky, Lora Cokolat, John Garison, and Sam Comstock.

Call To Order: Donna called the meeting to order at 6:10 pm.

Additions To The Agenda: Book sale logistics.

Approve Minutes From August 9: Motion to approve by John, second by Matt, approved unanimously.

Director & Youth Services Report read by Donna. There is a misleading Facebook page representing itself as Whiting Library. It was likely previously an official library page, but is controlled by someone who no longer represents the library. That account is actively 'liking' other content on FB. The account has been requested to cease this, and FB has been asked to address it, but to no avail yet. Trustees decided to add a notice of this to the current official Whiting Library FB page.

The Assistant Librarian is expected to be out 6 weeks, starting in early November.

The Town reports the air conditioning is still inoperable and not under warranty. Plan is to replace and add additional capacity to control humidity, particularly in the basement. {Note there was a heavy rainfall prior to the start of this Board meeting, and as the Board gathered to meet, water was discovered on the floor of the basement along the northwest wall, in the book sale shelf area. The Town was notified.}

Report suggested Board begins routine policy reviews with addressing the Collection and Development policy first, to update language.

High school French Club representative signed a policy form indicating their acceptance of library terms prior to use of the library lawn and electricity at the book sale.

Book Sale September 17 and 18 in conjunction with Chester Fall Festival. Books have been organized and booked by volunteers, particularly Alice Martin. Trustees indicated times they are available to work at sale.

Treasurer's Report, written report submitted by Lora. Reviewed budget, noted fundraising budgeted at \$18,000 and YTD is \$7,450; book sale budgeted at \$4,100 and YTD is \$1,490; donations budgeted at \$1,800 and YTD is \$2,455. Library budget relies heavily on Town direct-funding, with 70% of the budget from Chester, and 2% from Andover. At the end of 2021 there was \$336,139 (?) in the library's Town of Chester account, which rolls over for future use, with some limitations on what it can be used for.

Budget planning for 2023 will begin in September; Committees should share expected needs.

Trustees discussed options for improving Director salary, and library health benefits. **Motion to form a Committee to study employee compensation and benefits** made by Matt, seconded by Donna; unanimous approval. Committee members Bill and Jesse.

Donna to contact insurance brokers regarding 2023 options for benefits.

Technology Committee, written report submitted by John. An email proof-of-concept for Trustee Whiting Library accounts tested by Matt – it worked, but not an easy setup within the client software. **Motion to increase service level with website provider** at additional cost of \$2/mo to obtain email accounts and additional storage, made by Matt, seconded by Lora; unanimous approval.

Suggested to check State of Vermont library technology support resources. Cell phone research has not progressed. Disk re-imaging software support to be further investigated.

New Business. Plan to review Collection and Development policy, for discussion at the October meeting.

Public Comment: No public in attendance in-person or online.

A **motion to adjourn** made at 7:25pm. Motion by Matt, second by John.

Submitted by Sam Comstock, September 30, 2022.