

Whiting Library Minutes
Regular Meeting
Jan 10, 2023, at 6pm
Whiting Library and Zoom

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

Call To Order: Donna called the meeting to order at 6:09 pm.

Additions To The Agenda:

- Technology upgrade proposal.
- Colleen Garvey hired as Assistant Librarian, and started June 3rd.
- Petitions for running for Library Trustee available at the Town Office and due by Jan 26.
- Director's letter to Town Report.
- Juneteenth addition to Federal holiday schedule.
- Director request for Executive Session to discuss a personnel issue.
- Donations in memory of community members and from the Kyrias Foundation
- Town report info-graphic and 2-page narrative sent to the Town Office

Approval of Previous Meeting Minutes: **Motion to approve December minutes as submitted**, made by Bill, seconded by Matt. Unanimous approval.

Director an Youth Services Reports: **Motion to approve January reports as submitted**, made by Bill, seconded by Matt. Unanimous approval.

Donna provided an update on the budget increase request to the Select Board and their questions regarding library funds. Accounts include Petty Cash (~\$200), Town "To/From" (~\$146,128), Peoples checking account (~\$29,258), and the Wealth Management Account / Trust Fund / Sustainability Fund (~\$143,588). The town accountant indicated the library budget for 2022 was at -\$11,000. It isn't clear if this is simply the fundraising portion is under budget, or this was the overall position (assumption, without the numbers in front of us, is this in the fundraising portion, based on knowing there was considerable salary savings in 2022). Donna has sent a letter to the Andover Select Board with respect to the library budget increase.

Bill noted the need to incorporate the available funds with our review of the library's goals and needs (as we review the previous Board's drafted Strategic Plan), and at least some of the money should be more actively managed (interest-bearing account, at least). Questions remain with regard to the Trustees' permitted ability to manage the Town To/From account and the checking account.

Lora noted a previous Trustee's name is still attached to the Wealth Management account.

Pamela noted the efforts to improve the library backyard, and Donna noted it involved needing \$20,000 of crowdfunding to receive a \$40,000 match.

Bill would like there to be a meeting with the Town Manager and the investment adviser in order to settle who has control of the accumulated funds, and to move them to an interest-bearing account if possible. Donna will arrange that meeting.

Treasurer's Report: Lora noted a strong start to the year with ~\$5,000 in donations in memory of Will Wilcox and Allen Ramsland. Donations are individual responded to, and logged into the

management software; Sam asked about providing listing of donors as some non-profits do as a way of further acknowledgment and appreciation.

Lora noted the budgeted need to fund-raise \$22,000 in 2023 and for the booksale to bring in \$4,500; we are already ahead of the budgeted donations for the new year.

Budgeted legal fees in 2022 were about \$14,000. Lora is waiting on a final 2022 spreadsheet from the Town. Concern was again expressed over a verbal comment from the Town that the library was about -\$13,000; The expectation, in round numbers is a \$130,000 budget and \$100,000 expense for 2022.

The next Select Board meeting is coming up. John indicated the library budget was touched on at the end of the previous Select Board meeting. Donna will ask for an update.

The Select Board was told we were reviewing the Strategic Plan; a previous Library Trustee at that meeting suggested the prior Library Board had approved the Strategic Plan in the Spring of 2022. Sam to review published 2022 Board minutes to resolve this. Gathering additional community input to the plan by having a table at Town Hall on election day was discussed and has been supported by the Town Manager. Bill noted we would need to arrange knowledgeable staffing (to provide information and help elicit insightful feedback).

Proposed Technology Upgrades: Matt and Pamela worked together on developing a proposal of library needs, which Matt presented. Included are: three employee workstations (2-in-1 style), a circulation desk computer, and for patrons five tablets and 5 Chromebooks. Software was not included yet. Matt noted this should be reviewed by an IT consultant, and should be considered as a brainstorming document. Pamela noted a copier just died. Bill suggested speaking with the Town about piggybacking on their contracts.

Pamela spoke of the need to upgrade the Library Management System and review the recurring cost associated with it. Bill asked if there was something to be gained from connecting with the school systems' library systems, and Pamela felt this was not necessary. Bill suggested speaking with the state library support people. Pamela noted a modern system should allow receipt printing, and ability for patrons to check their account. Sam offered assistance with migrating data to a new system, when that point is reached.

Lora suggested speaking with other library's that have upgraded systems. She agreed with Matt's proposal {the Board in general all agreed, although not formally so}. Lora asked about a quality scanner, and Matt noted there are some multi-function devices (scanner/printer/copier) – currently 3 (?) printers in the library. Matt noted the ability to lease printer/copiers. Lora suggested to consider how things will physically fit, in regard to any re-arrangement of library layout. Bill to have his businesses' IT consultant contact Pamela. Lora noted that quality scanners can be a draw for patrons doing genealogy work. Pamela noted concern about space for additional devices.

A motion to enter executive session, at 7:30pm, to discuss personnel issues. Made by Bill, seconded by Matt, with unanimous approval.

A motion to leave executive session, at 7:53pm. Made by Matt, seconded by Sam, with unanimous approval.

Public Comments: No public in attendance.

A motion to adjourn made at 7:53pm. Motion by Matt, second by Sam.

Submitted by Sam Comstock, Jan 19, 2023.