

1                   **WHITING LIBRARY BOARD OF TRUSTEES – Regular Monthly Meeting – April 11, 2023**

2                                   **MEETING MINUTES**

3 In Attendance: Sam Comstock, Chris Burks, Lora Cokolat, Jesse Bailey, Bill Dakin, Donna McNeill-Hudkins,  
4 Pamela Johnson-Spurlock (Library Director). Absent: Matt Gorsky

5 Bill Dakin, Vice-Chair called the meeting to order at 6:11 PM

6  
7 Bill Welcomed new Board Member, Chris Burks

8 Additions to items on the Agenda:

9 Pamela wasn't sure if bringing up the transition to ByWater Solutions Software should be under New  
10 Business, or as an additional Agenda Item. It was decided to put the item under New Business.

11 No other additions to the Agenda.

12 Skipping approval of Meeting Minutes from March 28<sup>th</sup>, we will approve at next monthly meeting.

13 Treasurers report. Sam has just taken over the Treasurer Position, he has not received a report from  
14 March from Cil (she's out on vacation). He did touch base with Deb Aldrich at the town hall. Deb  
15 connected Sam with M & T Bank and he now has signature authority on the accounts. Lora (previous  
16 Treasurer) handed off very organized files in a tote for Sam. She and Sam will get together in the future  
17 to review processes and what needs to be done. Pamela has made sure Sam has keys to the Library as  
18 the Treasurer.

19 Donna clarified with Lora that Cil usually submits the spreadsheet report with the months figures on the  
20 Friday before our meeting. You may have to remind Cil as she gets busy.

21 Lora stated that it is important that Sam has access to "Kindful" our donor database. Donna will set Sam  
22 up on the Kindful Database. Lora stated that usually she gave the names of donors to Donna, and  
23 Donna wrote the Thank you notes. Donna is willing to continue doing that as needed.

24 Bill asks if there are any other issues with our Finance Information. If we have anything else regarding  
25 Finance, other than the monthly report, we can discuss that under other business.

26 Director and Youth Services Reports (Attached).

27 Questions that came up while reviewing the reports: The library is getting a lot more traffic.

28 Clarification on numbers of attendees at group meetings. Logistics of seating needs to be reviewed, with  
29 the Captiol Improvements, we'd be able to have more people and be more flexible with groups. Right  
30 now we are limited in the Space.

31 Moving the Children's Library downstairs, which the town is aligned with. Improvements will make the  
32 downstairs less "basement" looking with lighting and more access.

33 Have there been any negative feedback from the public? No, all of the feedback has been positive.

34 Clarification on some of the Capital Improvement projects. These improvements will not happen until  
35 sometime next year.

36 Upcoming Event that Trustees will work with – April 28<sup>th</sup> & April 29<sup>th</sup> – Book Sale – “Fill a Bag”

37 Lora asked about results of the survey that had been done. Per Pamela, There was not much of a  
38 change. The question was asked about extending the hours. Pamela will try to put together a  
39 summary presentation as her time allows.

40 Donna mentioned that several people completed the survey on Election Day. Pamela said that there  
41 were not much additional information.

42 Sam asked about the additional funding for the new cleaning service, Julie had suggested it. So, we  
43 want to make sure that we plan on/Budget for the additional spending.

44 During the Committee Reports, we will review what has been discussed on the Improvement Committee  
45 with the rest of the Board.

46 Children’s Library Report (Attached).

47 Comments/Questions regarding the Children’s Library Report: Lora wanted to applaud Carrie for getting  
48 her certificate and the playgroup that she has put together, Lora has brought her children there.

49 We did receive a grant from CLIF and

50 Pamela has made a new Library Brochure. Bill asked how we market to the public?

51 Social Media (FB, Web Page, Town Newsletter, Instagram

52 COMMITTEE REPORTS

53 Fundraising Committee – have started to write a letter to send out for the Spring Fundraiser, based on  
54 previous letters sent out. Will connect with Newsbank on printing. We should pick a day for the letters  
55 to go out and work back from that date to create a time-line.

56 We will look at Kindful. It is a database of everyone who’s donated, there is a history. We could separate  
57 out businesses from individuals and review past donations.

58 The “Fill a Bag” Book sale is really the responsibility of the Trustees. We should start advertising and ask  
59 for people to “help”.

60 Bill has asked who our major donors are? I will look at Kindful and share that information. Per Lora,  
61 there were many donations for the two people who had passed. There were some large annual  
62 donations..

63 Per Bill, It would be worth considering knowing who they are and approach them a little differently, with  
64 a different letter. Some of the businesses were Newsbank, Drews etc.. Look back at them.

65 As many of these companies are approached for donations, they may not pay attention without some  
66 special attention.

67 Per Chris, we should also get on their radar for next year for some of these companies.

68 Note for the Spring Book Sale on the Lawn will be June 10<sup>th</sup> (same day as Alumnae Parade)

69 TECHNOLOGY COMMITTEE – Was disbanded per the last meeting. As we have Larry as an IT advisor, we  
70 will not need it.

71 The only other Committee is the Improvement Committee which Pamela went over in her report.

72 The Improvements have to go through the town as the town has to apply for the grants.

73

74 OLD BUSINESS – no old business

75 NEW BUSINESS - Pamela confirmed we received a grant for to pay for our summer programming  
76 through the Vermont State. Bill asked where the money is deposited. It is deposited into the Town  
77 Fund to the Grant account number.

78 We are switching to a new Library Software System Koha and join the VOKAL consortium. We will have to  
79 close the Library on August 12<sup>th</sup> to migrate from the old system to the new system. We will also have to  
80 probably close at some point for training as well.

81 Bill asks if we need any computer upgrades will be needed. No, as it is cloud based and as long as we  
82 have internet.

83 Lora asks how this will be good for the patrons. Patrons can then access their accounts from home to  
84 see what their status is and what they've had. This will be a good promotional piece to market the  
85 library.

86 If our staff has to go out for training, it will only be to Rockingham.

87 Is this process going to improve the ability of our computer systems to service the public. It will make it  
88 much easier for the staff to manage.

89 Per Lora - Can you outline how it's beneficial to the public. They will be able to request books, put hold  
90 on books, get books from the inter library system, can put together their own lists.

91 When we "market" that we've done this is should be from the Patron perspective, rather than the staff.  
92 Should probably share with the Board with a little demo of how this works so we can share with the  
93 public.

94 Bill – What is our fee for Library Cards. Free to residents, \$15. For non-residents. Will this new  
95 software cost us more in that we may have to charge a fee? No, as this new software is only \$20 more a  
96 year. The Fee for non-residents is based on the tax rate in town.

97 Is there a reason that we would want to attract non-residents? We have many non-resident members  
98 already.

99 Donna - Motion to approve the closure of the Library on August 12<sup>th</sup>, seconded by Bill and all approved.

100 Motion to Adjourn, all approved. Meeting adjourned at 7:02 PM

101 Next meeting is May 9<sup>th</sup>