

Minutes - Tunbridge Library Trustee Regular Meeting - FINAL

Date: Tuesday, October 5, 2021

Time: 6:00pm

Place: Tunbridge Public Library

Attendees:

**Present: Mariah Lawrence, Anna Dechert, Catherine Freese, Michael Krauthamer, Theresa Fitzgerald
Mark Bomalaski(via zoom)**

Minutes

Community Input:

- *Library patron noted by email that there was no thank-you potluck for library volunteers in August, which in the past has been an annual tradition, and wondered if this would continue happening. Mariah hopes to have an event like this when it is safe and easier to do so.*
- *One patron appreciated a short video posted to the town Facebook*

Secretary Report: Approve Minutes from September 2021

- *Anna moved to accept September minutes; Catherine seconded; all approved.*

Treasurer Report: Review draft of FY23 budget

- *Treasurer noted that bills are not always evenly spread across months, but they even out on an annual basis, so it's not a concern. Mariah and Theresa will coordinate in the future if there seems to be an invoice that's not paid within that month, and Mariah will request confirmation from the town treasurer when bills are paid.*
- *We are preparing the FY23 budget and hope to present it to the Selectboard on Nov. 9. The library trustees will review it Nov. 2 before sending it over to the Selectboard.*
 - *We have received \$8k from our Public Funds account and \$2k from special funds town account to pay for the much-needed new furnace (FY21-22)*
 - *We will separate out "grants" vs. "gifts & misc." as those are very different income sources and had previously been lumped together*
 - *Mariah proposed ensuring that the next Town Report include a paragraph about the sizable donations made in memory of Sue Barnaby so that the community understands the origins of those gifts.*
 - *We will separate out "Salary & FICA" to "Wages" "FICA" and "Retirement Contribution" to more clearly represent how this money is allocated.*
 - *Circulation Materials line item is increasing for the first time in many years and reflects the library's increased circulation and necessary updates to our collection.*
 - *The overall budget spending determines how much we request from town taxes.*

- *We propose expanding a previous category of “Supplies, repairs & maintenance” into three separate categories: Building repairs & maintenance; operational supplies; technology & office equipment*
- *Mariah is keeping detailed records of categories of spending and she and Theresa will work together to better align the budget categories with actual spending needs so that there is increased transparency about exactly how funds are spent.*
- *The electric bill has dropped due to energy-saving initiatives that have been implemented (such as removing inefficient appliances).*
- *Theresa did a COLA (Cost of Living A...) assessment and will propose wages of \$18.50 for Asst and Custodial positions (increased from \$18) and Director wages of \$23 (increased from \$22).*
- *Theresa suggests that state library wages COLA be part of the annual budget process and not left for several years at a time.*
- *Anna moved to accept treasurer’s report; Catherine seconded; approved.*

Librarian Report: Program updates

- *Programming is going great! The after-school program started, Mariah has visited the school, and we got the “Resilient together” grant for library/school library collaboration.*
- *Catherine moved to accept librarian’s report; Michael seconded; approved.*

Old Business:

Energy Audit: Updates on heating system

- *The town is working with the library to install new propane tank and move forward on setting up the new system. New furnace will go in Nov. 3.*
- *Gillespie will install a new furnace and update duct work - this was reviewed and agreed with the Town and library trustees treasurer following multiple bids/proposals.*
- *The library has been cleaned upstairs and in the basement and is fire-safe now! Big thanks to Jim Ludwig for his help with cleaning efforts.*
- *Fred Pond has offered to review lightbulbs to ensure all bulbs are efficient.*
- *Theresa proposes closing this item as “ongoing business”. Huzzah!*

Bylaws: Review draft, discuss and vote if all members are present.

- *Anna moved to accept new bylaws and post to public website; Theresa seconded; approved unanimously.*

Annual Fund letter updates

- Review letter draft
 - *Catherine and Mariah have drafted the annual fund letter (which solicits donations from town residents)*
 - *Mariah will look into adding a Paypal donation button to the website for online donations*
- Potential donor thank you gift idea
 - *150 patches will be purchased for gifts for donors of \$25 or more*

New Business:

- *Mariah will reintroduce curbside book pickup as an option, but we will continue to offer access to the library for patrons who feel comfortable coming in.*

Public Comments:

Action Items:

- Theresa will add the FY23 budget to the Trustees drive folder
- Anna will work on printing envelopes/addresses for (Avery 5160)
- Mariah will talk to Geoff about Paypal button.

Anna moved to adjourn at 7:47; Catherine seconded; approved.