

## MINUTES - August 15, 2023 - FINAL

**Warning:** Tunbridge Library Trustee Regular Meeting Date: Tuesday August 15, 2023

**Time:** 6:00pm

**Location:** Tunbridge Public Library

**Virtual:** link available at => [www.tunbridgelibrary.org](http://www.tunbridgelibrary.org)

**Attendees:** Anna Dechert, Lynne Hadley, Laura Ketchum, Michael Krauthamer, Mariah Lawrence

### Meeting started at 6:07pm

Public Comments

*No comments*

### Secretary Report:

- Review and approve prior meeting minutes: *Reviewed and approved*

### Treasurer Report:

- Budget Update:
  - *June marked the end of the Fiscal Year. As discussed at the June meeting, we ended the FY with a small surplus due to lower spending and more income than projected. Higher income was primarily due to grants and fundraising.*
  - *Our spending on staff salaries was lower than budgeted. There were periods when the library was understaffed and also the Director's hours were impacted by personal circumstances. For FY 23-24 we expect to use the full allocation for staffing.*
  - *Some overspending on Programming in the budget was supported by increased funding from grants that were received.*
  - *A goal for FY 23-24 will be to explore the establishment of a Capital Fund so that it is clear what funds are needed for ordinary operating expenses and what funds are available for unexpected major capital expenses (such as building updates, furnace, etc.) so that those major expenses don't take away from normal operation of the library.*

### Librarian Report:

- Programming & Updates
  - *The Director is in the process of hiring an Asst. Librarian. This job search is active.*
  - *The summer reading program was a great success and is wrapping up. The library continues to have a busy events calendar with an author event and community potluck coming up soon.*
- Strategic Planning status update
  - *The Strategic Planning group has been meeting and making good progress on an updated mission statement and clear 5-year vision and goals reflecting the*

*significant feedback received from Tunbridge residents via surveys conducted over the past year.*

**New business:**

- Set next meeting date
  - *The next meeting of the trustees will be the 3rd Tuesday of October (October 17th)*

Public Comments (none)