

MINUTES - October 17, 2023 - Draft

Warning: Tunbridge Library Trustee Regular Meeting Date: Tuesday October 17, 2023

Time: 6:00pm

Location: Tunbridge Public Library

Virtual: link available at => www.tunbridgelibrary.org

AGENDA

Attendees: Laura Ketchum, Lynne Hadley, Anna Dechert, Mariah Lawrence (librarian)

6:10pm -

Public Comments - none

Secretary Report:

- Review and approve prior meeting minutes

Treasurer Report:

Budget Update

- *No update to report. Laura is working with the town treasurer to get the updated budget and it will be shared with trustees for review as soon as it's available.*
- *Laura discussed idea of creating Capital Fund to go alongside our annual operating budget with the town treasurer. The Town Treasurer supports this and suggests it should be voted on at Town Meeting for official approval.*

Librarian Report:

Programming & Updates

- *Things are going great! Lots is happening and it's going very well.*
- *After School Program: There has been a huge demand for this program. So far we've been able to accommodate this, but it's getting close to max capacity. The program takes place once a week, with varied activities spread through several spaces at the library.*
- *The library is hosting field trips for each grade of the local schools so students can see the library and learn about what's available.*
- *Mariah is working with a town resident on a grant for Ripe for Writing - a series of adult writing courses for patrons 60+.*
- *Annual Appeal Letter: Mariah has drafted a "Year in Review" overview, and Lynne and Laura will draft a letter summarizing our key achievements in three theme areas: Community, Programs, and Fiscal Responsibility. A draft will be ready by the end of October, for review by the full trustees cohort.*
- *Theresa Fitzgerald has started as Asst. Librarian following Marsha Higgins' retirement. We wish Marsha well, thank her for her many years of service, and are excited to welcome Theresa to the staff!*

Old outstanding business:

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New business:

Set next meeting date

Annual Fund letter (see above notes)

- *Our next meeting will be a Special Meeting Tuesday, Nov. 14 with the sole agenda item of reviewing a grant opportunity Mariah will share.*
- *Our next Regular Meeting will be January 16, 2024 with agenda item of reviewing and approving the budget.*

Public Comments - none