

January 13, 2020

Meeting called to order at 7:00 pm.

In attendance: Carrie Cooker, Eve Ermer, Anne Linehan, Fern Strong, Sarah Tischer Scully, Ben Wolfe (~7:30 pm)

Community Input

First Winter Evening of the season was successful (a talk about Vernal Pools) with more than 40 in attendance.

Catherine Freese would like to offer a free QuiJong session on Tuesday mornings with approval from Trustees and library staff. This was approved at the meeting, and Ben will communicate with Catherine about possible audience overlap with Tunbridge Walking Group.

Secretary's Report

Review minutes from December 2019 meeting: approved as written.

Treasurer's Report

Review time sheets - these were not available for review.

Budget update: Spreadsheet is updated through December 2019 warrant. No income reported November, December. Some late checks were located and need to be deposited soon: \$225 total for memorials, and \$475 for fundraising letters.

Looking at the spending, the budget is spent down slightly more than 50% on some line items: books, electricity, and phone/internet. Payroll is at ~44% of spending.

Eve mentioned that there was a charge for Amazon Prime for \$126.14 charged to credit card. We weren't sure if this had been charged in the past. Sarah will investigate whether institutions are allowed to hold Amazon Prime accounts, per the Amazon terms of service.

Fundraising update:

Thus far, income from fundraising letter is about \$5,500. (62 individual donations)

We discussed the need to begin writing thank-you notes for donations received to date. We have photocopies of donations and a cross-reference list for thank-you cards. Fern and Eve will prepare materials so that we can divvy up thank-you-note-writing at the meeting on Sunday, January 19.

Librarian's Report

Librarian's Report was submitted in writing. In summary:

Consistent addition of new patrons and circulation is noticeably increased, likely due to the South Royalton Library closure during their renovation.

Increased interest from patrons for downloadable books, particularly audio books.

Adult Writer's Group continues to engage new writers, including folks from outside Tunbridge.

Mariah finished the year with a Solstice Story Hour, and begins a year of Story Hours featuring all the letters of the alphabet.

Jean has been keeping up with interlibrary loan requests (both to and from Tunbridge). Book ordering and cataloging are also proceeding as planned.

Volunteers for the library are needed. Jean is working on a training manual to help on-board new volunteers with tasks and instructions. Mathias Whitney has returned recently to help out.

Town Meeting Dinner "needs to be addressed" as it is an important fundraiser for the Friends.

Jean provided details on her current medical condition and how it is impacting her work (see below).

Old Business

FLSA Rules Change for Exempt Employees: Response from VT Dept. Library indicates that because we have budgeted the Library Director position to work 25-30 hours per week and the salary reflects an hourly wage that is above both Federal and Vermont minimum wage, that we can continue as usual, with the Library Director paid a set salary and other library staff paid an hourly wage based on hours worked.

Strategic planning update - we will meet January 19th to continue with this process.

New Business

Ideas for potential new board members.

Anne and Sarah are rotating off the board. We brainstormed a few ideas and will continue thinking of possible names for next meeting.

Library Director's email to the Trustees and Librarian Report of January 13, 2020.

Jean has been having some health concerns in recent weeks, which has limited her working hours at the library. Arrangements have been made for extra staff coverage over the next two weeks (through January 27) to allow for recuperation and further

assessment. Trustees agreed to reply to Jean to let her know that 1.) Her well-being is a top priority. 2.) That we would wait until the end of January to further assess the situation and make decisions with her input. During the meeting Sarah emphasized that Library Trustees have a responsibility to maintain library services for the public.

In her written report, Jean also shared concerns about the organization of the Town Meeting Day dinner, an event that is a significant fundraiser for the Friends of the Tunbridge Library. Sarah agreed to follow up with Kay Jorgensen informally.

Action Items

Anne will reply to Jean's email and Librarian Report of January 13.

Carrie will contact Jillian about the snow removal contract for the town.

Ben will follow up with Catherine about offering QuiJong sessions.

Eve and Fern will meet to clean up Trustees materials stored at the Library.

Fern will prepare materials for thank-you note writing on Sunday.

Sarah will re-send strategic planning minutes from November 10 to everyone to review before the meeting on January 19.

Sarah will contact Kay about Town Meeting Dinner.

Sarah will investigate whether the terms of service for Amazon Prime include provisions for institutional membership; and if not, make an alternative suggestion.

Everyone is encouraged to think of potential board members to run for 2 empty seats in March.

Next Meetings

Sunday, January 19, 2020 from 12:00 - 2:00pm. Working meeting. Agenda items: strategic planning, organize thank-you note writing, other business?

Monday, February 10, 2020, at 7:00 pm. Regular board meeting.