

MINUTES: Tunbridge Library Trustee Regular Meeting - FINAL (approved 7/12/21)
DATE: June 14, 2021 TIME: 7 PM
Tunbridge Library Community Room

Agenda & Minutes

Welcome board members

In attendance:

- *Anna Dechert*
- *Theresa Fitzgerald*
- *Michael Krauthamer*
- *Mark Bomalaski*
- *Catherine Freese*
- *Mariah Lawrence*

One item requested to be added to agenda: American Rescue Plan Act (ARPA) funding

Community Input:

No community members present

Mariah relayed a message about community excitement she's heard about Clif books

Election of officers for one year term

Chairperson

Secretary

Treasurer

Catherine moves to elect Michael Krauthammer for chair, Anna Dechert for secretary, Theresa Fitzgerald for treasurer. Mark seconds. Five votes in favor.

Secretary Report- approve minutes from May 10, 2021

- *Anna will collect editable minutes from Anita*
- *Update to minutes from May 10: Meg is helping with summer reading, not story hour.*
- *Michael moves to approve minutes from May 10 with the above edit. Catherine seconded. Approved.*

Treasurer Report-

End of FY June 30th

- *Theresa: we're closing in on the end of the fiscal year (ends June 30). We're on track to end year with \$4,000 surplus (past years have ended with similar amounts or as much as \$10k for perspective). This amount will carry over and help cover negative balance until tax income arrives in November.*

- Theresa notes importance of recording spending accurately in correct categories for transparency of how funds are used. Mariah is working with Becky (town treasurer) to label expenses in correct categories. There have been some line items mis-allocated that are being corrected.
- Previous board had operated under different expectations of salary and wages, so our budget for FY22 will be under-budgeted for current staffing. Health Insurance budget line for FY22 will not be used by current director but needs to stay in budget in case the director needs to switch to town's health insurance.
- "Postage" includes courier/Inter-library loan. We'll ask Becky to separate this out from "postage" to courier so it's clear what this expense is.
- Mariah is kindly reminded that she's entitled to submit for mileage reimbursements when traveling for work events like meetings or conferences.
- "Special Projects" line of budget expenses refers to projects supported by the Friends of the Library.

- Theresa made a motion that the Asst. Librarian's pay rate of \$17 be moved \$18 for the FY21-22 (upcoming year). Mark seconds. Approved. This will move all staff to the same hourly rate and to a rate that seems appropriate based on Theresa's research of pay scales at similar libraries.
- Michael suggested a regular review for annual increases/raises for staff to ensure it doesn't get overlooked.
- Catherine motioned for the board to approve the purchase of a laptop for the director's office in use (Director has currently been using a personal laptop). Mariah will research best options and support plans for a work device. Mark seconded. Approved.
- There is not a designated person for tech assistance - Mariah will try to identify someone who can help troubleshoot issues with equipment/technology in the library.

Follow up regarding Brocklebank Plumbing bill payment.

- A Brocklebank bill had not been paid - it's now paid and resolved.

Catherine moved that we accept the treasurer's report. Mark seconded. Approved.

Librarian Report -

- Mariah presented the May Goals document she put together
 - Administrative and library work are on track with goals that Mariah set
 - Outdoor Space Committee has met twice. Gordie Barnaby has given a quote for the fence and is offering it at-cost for materials with no labor charge. The quote is about \$8,500 for the fence, which is within the funds raised for the project. Mariah has been keeping the Selectboard in the loop about the planning for outdoor space.
 - Mariah is looking for more Book Buddies participants
- Catherine moved to accept Librarian's report. Mark seconded. Approved.

Old Business:

Covid updates—

Issues regarding transition to in-person use per state guidelines

- *COVID restrictions are all lifted per state guidelines. Trustees suggested an updated policy in line with state guidelines with appropriate signage. Mariah confirmed that all library staff are fully vaccinated and are comfortable with this decision.*
- *Library policy will be updated to follow state guidelines, with masks not required for vaccinated individuals. Unvaccinated visitors or anyone with symptoms should still mask. Library staff will expect visitors to be honest and make this decision on their own.*

Energy audit and facilities updates—

- *Plan is to continue cleaning library spaces to facilitate better insulation and blocking off upstairs. Theresa suggests putting together a committee to execute the recommendations of the Efficiency Vermont energy audit as this will be too much for the trustees to handle just in monthly meetings.*
- *Mariah will add a note to the Tunbridge Quarterly entry to call for volunteers for the energy committee.*

Friends of Library update

- *Many donations in memory of Sue Barnaby have been received and thank you cards are being sent out. FOL have elected officers and are having monthly meetings.*
- *The group reflected on Eliza Minnucci's incredible Town Meeting Day pie.*

Art Space coordinator position

- *Mariah has been looking for info and records about this position. There is a \$500 stipend with the position, but no current job description for the role. There doesn't currently seem to be a specific line item for this position, but we think it's funded by the Friends. Theresa will try to get more info about how this position has been organized in the past.*

New Business

Review By-Laws - draft 2019

- *Nov. 2019 draft was shared with trustees. Anna will type an editable version for trustees to review before our next meeting so we can further discuss edits in July. Two items that need to be addressed include the number of trustees on committees (maybe move from 2 to 1) and selection of new trustees mid-term (should be done via Selectboard not via trustees alone).*

ADDED ITEM: American Rescue Plan Act (ARPA) funds

- *VT Library Dept has been contacting library staff about allocation of federal funds. Mariah is keeping an eye on this and will attend webinars coming up July 6-7 to learn how to apply for funds.*
- *Mariah suggests this funding be directed to further landscaping expenses on the outside of the library to go with the new fence.*

Initiate new Strategic Plan -

- *Mariah has attended classes on this. It's advised to make a short-term plan while taking more time to develop the long-term plan. She suggests forming a committee specifically to work on this project.*
- *Mariah will start an early draft of a new strategic plan. Based on that we'll decide whether we need additional meetings devoted just to the strategic plan.*
- *Trustees will all review guidelines and info on the VT Libraries website.*

Yearly Trustee Calendar -

- ***Monthly trustee meetings going forward will move to 6pm instead of 7pm.***
- *Theresa will share an outline of the annual calendar for trustees to familiarize themselves with.*

Public comments: [none]

Action Items:

- *Committees/volunteers posts on public pages*
 - *Energy committee*
 - *Art space coordinator*
 - *Tech support*
- *Trustees will review VT Lib info on strategic planning; bylaws*
- *Theresa will create Trustees calendar for annual reminders/events/tasks to keep our planning on track.*

Meeting adjourned 9:03pm