

**MINUTES: Tunbridge Library Trustee Regular Meeting - FINAL**

**DATE: August 9, 2021**

**TIME: 6:00**

**PLACE: Tunbridge Public Library**

**Attendees:**

- Anna Dechert (Trustee, secretary)
- Catherine Freese (trustee, acting Chair)
- Theresa Fitzgerald (trustee, treasurer)
- Mariah Lawrence (Librarian)

**Agenda**

**Community Input:**

*No community members present.*

*Theresa noted that dirt/sand at the end of the entry path turns very muddy in heavy rain and a community member raised this concern. Theresa will raise the issue with the Selectboard as outdoor spaces are outside the purview of the Trustees.*

*Community member requested that any changes to library hours be included in paper, not just online.*

**Secretary Report:**

Approve Minutes from July 12

*Anna made a motion to accept final draft of minutes. Catherine seconded. Approved.*

**Treasurer Report:**

Sign warrant July 1-31 invoices

*Going forward, the Library Trustees Secretary (Anna) will work with Geoff Hansen to take over posting of minutes/agendas since the big batch update is now done and ongoing maintenance of the page is easier.*

*Heating/cooling expenses are lower than 2020 due to using ceiling fans over AC and removing two large outdated appliances.*

*Trustees of Public Funds have notified us that the library's request for \$8,000 from our public funds account has been received.*

*Town treasurer has shared that the monthly cost of double health insurance plan is \$1,330.32 - this amount is not currently being used for health insurance by the Director so can be used for other needs (but cannot be spent ahead of time in case the Director needs to switch to this insurance plan at any point).*

Timesheet Standing order

*Library treasurer has arranged for an "Order for monthly timesheets submitted by hourly employees" that will allow library staff hours to be pre-approved by Trustees, removing the requirement for trustees to approve each month.*

FY23 Budget drafting

*Theresa and Mariah will meet to draft this in September to get it to the town by October.*

*Anna moved to accept the treasurer's report, Catherine seconded, approved.*

**Librarian Report:**

*Mariah shared updates on her goals for July/August, which are progressing well! She'll be meeting with the Tunbridge School principal to discuss after-school joint programming for the ALA Transforming Libraries grant. Mariah will work on the VT Reads grant which works well with library timelines & priorities. ARPA grant application has been submitted.*

*Mariah suggests a subcommittee for further developing the library's Strategic Plan. We'd like to have a good outline of the strategic plan ready to include in a fund letter by Thanksgiving.*

*Catherine, Anna, and Mariah will form a subcommittee to start work on drafting the strategic plan.*

*Catherine moved to accept librarian's report, Anna seconded, approved.*

**Old Business:**

Library full reopening: updates, concerns? -Anticipate that mask mandates may become more stringent as cases increase in some Vermont counties

*Library staff will monitor VT updates by county and will reinstate masking requirements if advised for our region. Mariah will post a sign reminding patrons that masks are required for unvaccinated folks and welcome for unvaccinated.*

Energy audit and facilities updates: Fuel and furnace updates

-Furnace installation bids and estimates

-Cost estimates from propane suppliers and any additional costs

-Requests for public funds for furnace; update from select board meeting on 7/12

*Energy audit: Older appliances have been removed or disused. Three bids have been received for a new furnace and these will be presented to the Selectboard at their 8/10 meeting. The three options all cover different approaches, from a simple bare-minimum fix to a more comprehensive upgrade to the system. Due to availability of funds to cover any of these options and the willingness of the Town to share this expense, the Trustees favor the provider (Gillespie) that offers a more comprehensive solution, did a thorough walk-through of the system, would change the tank to an above-ground system, and is based nearby and would be available for ongoing service and advising. Catherine motioned for trustees to support the bid from Gillespie in the upcoming meeting with the Selectboard, Anna seconded, approved. Theresa will present this to the Selectboard.*

*Theresa has requested a trash bin from Vesper for further cleanout of the basement.*

Committee volunteer updates:

Art coordinator, energy, tech

*Art Coordinator: Cheryl Metcalf-McCarty and Lauren Badams will jointly serve as Art Coordinators.*

*Tech: Aaron Weed volunteered to fix computers - done!*

Bylaws draft review and discussion:

*Bylaws require a unanimous vote of the board to make updates, so we won't vote today as two trustees couldn't join. Revisions have been shared with trustees and we'll plan to vote on this at the September meeting.*

**New Business:**

Discussion of changes in Library Open Hours

*Mariah presented suggested updated hours starting September 7th due to scheduling needs of the library staff. Hours will shift to: Tues/Thurs 10-5, Wed/Fri 3-7, and Friday 9-12, closed Sun/Mon. Trustees support this change of hours.*

Regular Trustee Meeting change to Tuesdays

*Due to trustee scheduling needs, our regular meeting will shift to the **first Tuesday of the month at 6pm**, starting September 7th.*

Ability for trustees to remote participate

*Starting Sept 7th we'll set up a Zoom link to see if that is an effective way to include a remote trustee.*

Preparation for Annual Fund Letter

*Timeline: we'll try to get the letter out before Thanksgiving! Anna will work on collating past lists of addresses.*

**Public comments: (none)**

**Action Items:**

- *Strategic Planning committee will meet August 29th to begin drafting*
- *Theresa will join Selectboard mtg Aug 10 to discuss furnace*

*Catherine moved to adjourn mtg at 7:48pm, Anna seconded.*