

Warning: Tunbridge Library Trustee Regular Meeting

Date: Tuesday February 1, 2022

Time: 6:00pm

Place: Tunbridge Public Library

Virtual: Link provided @ tunbridgelibrary.org

Attendees: Mariah Lawrence, Mark Bomalaski, Catherine Freese, Anna Dechert, Theresa Fitzgerald, Michael Krauthamer

MINUTES - FINAL

Community Input:

Secretary Report: Approve Minutes from January, 2022

Anna moved to accept. Seconded & approved.

Librarian Report:

- *Anna will work with Mariah to prepare for the ALA Transforming*
- *Mariah has applied for another grant from the VT Humanities and has increased the number of books for the current reading group. A group of students in school have opted in to an optional lunchtime book club.*
- *Mariah is continuing to spend ARPA money to increase the collection.*
- *Mariah wants to re-start the strategic planning process soon as that has been on pause*
- *Mariah is working on a project to combine library access across several local libraries - many of our peer libraries are already on this system, so it seems like a smart idea for us to join. This is the "One Card" initiative.*
- *Programs are going well! Many have moved online as needed based on COVID and circumstances.*
- *Exciting upcoming event: free virtual workshop with authors of Blue, Barry, and Pancakes on Fri 2/11.*
- *Michael moved to accept the librarian's report. Seconded & approved.*

Treasurer Report:

1. *Expenses*

Warrant for 1/1/22 -1/31/22

- *Fire extinguishers were refurbished and are good to go!*

2. *Income*

*\$2,000 request from Friends of the Library approved 1/27/22
earmarked for afterschool program*

Annual Appeal letter as of 1/31/22 \$10,176

- *Thank you letters/acknowledgements are up to date as of now.*

3. Fundraising Income Totals

FY 21 Budget \$9,000

FY 21 Actual \$ 8,953

FY 22 Budget \$7,500

*FY 22 Actual Fundraising Income \$10,176 (after expenses) \$9,034.66 ***

FY 23 Budget Fundraising Income \$8,500

***FY 22 - November 2021 Annual Appeal Letter Expenses \$1,141.34*

\$552 Spaulding Press

\$254.34 mailing

\$35 stamps for thank you notes

- *For FY21-22 we're on track to remain within budget (or under). We're currently at about 52% on spending, with 5 months to go in the year.*
- *Michael moved to accept the treasurer's report. Seconded & approved.*

Old Business:

-Updates on action items from 1/4/2022

- *Theresa will submit library budget draft of town report to Anissa - DONE*
- *Trustees will finish thank you letters - DONE*
- *Mariah will post donation link on social media - DONE*
- *Mariah will make policies for volunteers and in-library sales - DONE*
 - *Mariah suggested including an exception in the policy regarding in-library sales to allow partnerships with town entities (such as seeds for the TCS club, and Conservation Commission).*
- *Michael moved to accept/close out old business. Seconded & accepted*

New Business:

- **COVID!**
 - o *It's still here...*
 - o *The library will follow the CDC guidelines in terms of recommended quarantine/isolation and other precautions to take.*

- *Due to Town Meeting being delayed until May, Catherine asked about term ends for trustees who are only on for this year (Catherine & Theresa). Catherine and Theresa are both happy to stay on until the new town meeting date (unless someone is eager to join the Board).*
- Director evaluation
 - o *Trustees discussed a template for conducting the review, and will collate comments in March, and present the review to the Director in April. Both of these future segments will take place in Executive Session.*
-

Public Comments: (none)

Action Items: (none)