

Date: September 6, 2022

Time: 6:00pm

Place: Tunbridge Public Library

Virtual: Link provided @ tunbridglibrary.org

Present: Mariah, Lynne, Laura, Michael

Missing: Anna and Mark

Opening

Michael/Chair opened the meeting and asked if any edits to the prior month's minutes were necessary. With no changes suggested, the minutes from the July, 2022 meeting were approved.

Treasurer's Report

Laura referred to the Annual Treasurer's Memo that was shared with the Trustees prior to the meeting – an annual summary of the Library's Budget vs Actual for the prior fiscal year that ended June 30, 2022. A recap of that is below with a brief update on activity through 2 months of Fiscal '23.

Annual Memo

Income exceeded expenses resulting in a positive fund balance for the year ended June 30, 2022 largely due to:

On the income side:

- Grant Revenue that was received in advance of grant spending,
- Fundraising that was more successful than any previous year and exceeded budget by approximately \$5K.

On the expense side:

- Wages and employer taxes were less than budgeted due primarily to a staff open position.
- Savings on wages were offset by some increased spending on needed maintenance and repairs.

The Fund Balance left over for the year was discussed and the possibility of designating a portion of this for future capital needs: equipment/technology/building. Having a designated fund for this purpose seems prudent to avoid such items hitting the Library's Annual Operating Budget. The Trustees/Treasurer will discuss further after consultation with the Town Treasurer on book-keeping of the Fund.

Current Year – Fiscal '23

The current year is just two months underway through end of August. Library spending is in line with budget. A health care payment to the Director relating to the prior fiscal year was made in August. Income allocations from the Town and the Trustees of Public Funds cycle in (hit the Library's budget) later in the Fall.

The Director noted that she is close to extending an offer on the open position and would like to increase the hourly rate of pay. This will be an opportunity to equalize the existing staff person to an increased labor rate. The Treasurer reviewed the increase with the Director to confirm we will be in line with Budgeted wages.

A permanent summer intern position that could be budgeted for was suggested. With all of the activity at the Library and technology opportunities, such a resource seems like a good idea for the Director to

be able to rely upon. The Director had some thoughts about making the role a partial credit/partial pay opportunity. This will be considered when pulling together the Fiscal 24 budget in the coming months.

Director's Report

*Mariah will send the Ranger folks a patch and mention in the e-newsletter in gratitude for their donation to the library.

*Mariah will create an annual Library Calendar.

*Mariah has continued outreach to the First Branch school through assistance in organizing the school library. The afterschool program is a giant asset to our community!

*Ranger money to be used for Naturalist Kits. Mariah will send a thank you note and patch.

Old Business

- **Internet Service Provider transition was completed to ECFiber.**
- **Exterior Window Maintenance – *Laura to follow up with Town Treasurer Becky on process.**
- Computer Up-grades. New printer is set up. New mouse. System working now for what we currently need/use. We have 2 desktops, 2 laptops, and a Chromebook.
- Trustees discussed further needs of the Library in computer/tech area and programming. Possibly a Big Screen Mac with ample capacity: Cad Cam design, capabilities. Possibly a bring your device night for all ages to get assistance with/help one another with their devices/computers.

*Lynne agreed to take the laptop needing repair to Brattleboro to wipe clean and fix.

- Public Board is underway with donations of posts and roofing shingles. Permission has been granted to put back to where it was before, on the Sponables property. Still working on site design. Jeff Porter will build it.
- Library Code of Conduct Policy for Staff & Volunteers. Director Mariah will make a priority once fully staffed at Library.
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New Business

Annual Appeal Letter. Theresa/prior Treasurer put it together last year.

*Lynne, Laura agreed to iterate on first draft and to be ready in early October for Trustees to review/provide input.

* Mariah to provide a colorful sheet/Year in Review similar to prior year.

* All agreed to get the Letter and Year in Review out before the Thanksgiving Holiday.

The Trustees agreed to meet monthly in the busier time of year – Fall & Spring – and to take an interim month or two off in the less busy/crunch months. Will agree the months to meet and months off and publish in the Library Calendar.

The Meeting was adjourned at 7:30p.