

Pawlet Public Library

Monthly Meeting of Board of Trustees

MINUTES

April 4, 2023

Present: Trustees in attendance: Harley Cudney, Grace Larson, Heather Lund, Kathryn Lawrence, Joni Lee

Lyndsi Barnes, Library Director

Community Members: Linda Welch, Jed Ruben, Fred Stone, Adelle Santwire

Call to Order: 5:31 Harley calls to order

Public Comment: No public comment at this time

Review of Operating Norms

Review of March Minutes: Kathryn motions to approve, Joni seconds, all agree.

Approval of Agenda: Grace motions to approve the agenda, Kathryn seconds, all agree.

Secretary's report: Grace has nothing to report.

Treasurer's Report:

- The bank account with People's is in the process of being closed, as at this point any outstanding checks should have cleared, and from here out the new account with Berkshire will be used.
- Investments have recorded some losses, and while some fundraising has come in under budget, some more annual fund money may come in, some budget lines have been underspent, and in total the budget is fine.
- Purchase of office chairs – there is some discussion of what expenditures need to be approved by the board: chairs were included in the "library supplies" line, should they be included in the "capital expense" or "equipment" line? The Director needs to run large expenditures by the Board, Harley will check to see if \$600 is indeed the limit for Director's discretionary spending from line items.

Director's Report:

- Lyndsi recaps successful scheduling for Pawlet Tech Time, April Story Time, Chair Yoga, Evening Yoga, Second Seed Saturdays (April 8 being the first scheduled for 2023, on the 1-year anniversary of the Second Seed Program), Guitar Workshop, and Kids' Eco Programing.

- Spark Connecting Community grant is pending, this will be for the yoga program.
- VT Dept of Libraries Summer Program grant application has been approved for \$300.
- ALA LTC Accessible Small and Rural Communities grant application is pending, this would be for the accessibility Loop System.
- Grant from the VT Community Foundation for improving the library website has been applied for, this is a no-match grant. Lyndsi has retained a company with a downpayment, which includes a photo shoot for the website.
- Library locks have been changed on all 4 doors, Lyndsi has documentation of all keys issued (which includes a unique security code for each holder).
- Harley will check with Select Board about where the money for the new locks comes from, and make sure there is a library key kept at the town hall.
- Next meeting, we should talk about who should have keys and be on the emergency call list.

#### Committee Report –

- Nominating Committee (for new members) needs to be established by November.
- Annual Book Sale Committee needs to be established now, Heather agrees to be the liaison between the library and the school, and will fill out the reservation form for the book sale, to take place July 29-30 (and include set up and clean up Wednesday through Monday). Whether or not to have a bake sale will be discussed later, and will depend on what summer programs are being offered at the school.

#### Unfinished Business:

- Nothing has happened on the building repairs, Harley will get the ceiling repairs scheduled.

#### New Business:

- Linda brings up the book prices for the book sale – prices should be raised, committee will determine the amounts.
- Book donations for the sale will be accepted on Tuesdays starting April 18<sup>th</sup>.

Strategic Plan will be further discussed in the May meeting

- Policy for library access to outside groups needs to be established. The User Agreement was last updated in 2012. Policy needs to be clarified regarding who is a library sponsored group, which groups pay to use the library space, and if access is granted to groups outside of normal library hours. The reduction of library hours in recent years adds to the complexity of this issue. It is pointed out that a core mission of the library is to be a community hub, a community meeting space, and this should be made a priority.

7:28 Joni motions to move to Executive Session, Kathryn seconds, all agree

- There will be an annual interview with the Library Director set up, Harley and Grace will do this, in line with directives from the VT Department of Libraries.

7:43 Heather motions to leave Executive Session, Kathryn seconds, all agree.

7:44 Kathryn moves to adjourn, Joni seconds, all agree.

Next meeting May 2, 2023, 5:30pm at the library