

**Bent Northrop Memorial Library**  
**164 Park Street, Fairfield, VT 05455**  
**Trustee Meeting Minutes**  
**Date: 6/15, 4:30pm**

**Call to Order:** Michele Feiner called the meeting to order at 4:33

**Present:** Peter Burns, Susan Magnan, Michele Feiner, Sarah Allerton, Sara Tourville

**Guests:** none

**Approval of Previous Meeting minutes:** Motion to accept May 18,2023 meeting minutes made by Susan and seconded by Peter. Motion approved.

**Treasurers' Report (10 minutes):**

- Cathy was not in attendance.
- Sarah reminded everyone that the full Schwab documents are available to review if and when needed. She shares just the top several pages
- Sarah also shared that Cathy is looking into a different credit card holder
- Expenses look to be on target but there are several repair items on deck
- Michele requested that if possible the Board be supplied with a targeted expense spreadsheet that would focus on physical plant items for more accurate understanding and planning

**Librarian's Report (10 minutes):**

- Sidewalk repair is complete
- Electric repair needs still in process
- There are new concerns including back door handicap push plate, plumbing and door repairs
  - Michele requested that if possible the Board be supplied with a targeted expense spreadsheet that would focus on physical plant items for more accurate understanding and forward-thinking planning
  - Discussed reserve fund process
  - Discussed possibility of hiring a talented youth from our community to serve as a handyman to help address some of the physical plant issues. Peter will follow up
- Bookcase purchased with grant money is posing some challenges
- From information shared by Cathy, our insurance policy would cover the Salzman painting loan, but only after a sizeable deduction. Sarah to share with artist that if the artist's insurance does not cover liability and she would still like to loan it to the library then a release of liability form should be signed
- Summer programming is off and running with several great offerings
- Sarah discovered that a KOHA report is flawed. VOKAL is looking into the issue.

**Friends Report (10 minutes):**

- \* Katherine Patterson event was very successful on all counts
- \* Improvements have been made on the wishlist process
- \* The To Bid event theme has been solidified and will focus on the 35<sup>th</sup> Anniversary of BNML. There is a special planning meeting being held on June 29<sup>th</sup> to get marketing kicked off. Sue is hoping to attend

**New Business:**

- Discussed open meeting law and Zoom. Decided to keep our process the way it is now – advertising a Zoom link if needed and opening the zoom room during our meetings
- Decision made to support Sarah in welcoming a patron donation in exchange for the old outdoor furniture

**Old Business (Follow-Ups and Action Item Update)**

- Donation Policy conversation: some concern that the explanatory paragraph is confusing, and clarification sought around Library Director's ability to be in control of the content of materials donated. Decision made to move forward with document as is and signatures were added. Motion made by Sue to accept the policy. Seconded by Michele. Motion approved.
- Productive conversation around the MOU. Decision made to remove the details of the last section and create a paragraph statement covering the need to clarify the status of the library as a municipal holding while still holding to a collegial relationship with the town. Trustees not able to attend today's meeting will please review those changes with a goal of signing the MOU next month.

**Executive Session (if needed):** N/A

**Agenda Items for Next Meeting:**

- Authorize To Bid event if needed
- Sign off on the MOU

**Adjourn:** Michele Feiner adjourned the meeting at 6:10

**Next Meeting: July 20, 2023**

**Join Zoom Meeting:**

<https://us02web.zoom.us/j/81343649772?pwd=US9SeFZKY1RXNit6bzFVMiF6V0RDUT09>

**Meeting ID: 813 4364 9772**

**Passcode: 221504**