

Bent Northrop Memorial Library
Trustee Meeting Minutes
December 15, 2022

Call to Order: Michele Feiner called the meeting to order at 4:36 PM

Present: Sarah Allerton, Michele Feiner, Laura Fulwiler (Zoom) , Samantha Thomas (Zoom) Melissa Southwick (Zoom), Friend Molly ? , Peter Burns

Guests: None

Approval of previous meeting minutes: Motion to accept November 17, 2022 regular monthly meeting minutes made by Laura Fulwiler and seconded by Melissa Southwick. Motion approved.

Treasurer's Report: None this month.

1. Cathy Ainsworth to follow-up with David Poole to request a report showing, where the in the Schwab accounting, erroneous withholdings paid to the IRS, were returned to the endowment.

Librarian's Report: Sarah presented the librarian's report. See the Librarian report attached.

Friend's Report:

1. Friends are planning a Wellness Day at the Library in February. Program to include yoga, massage, meditation, snacks.
2. Molly , on behalf of the Friends made an unrestricted donation to the library of \$1102.
3. Molly also stated the Friends will be making a donation of \$5000 to the library in 2023.

New Business:

1. Sidewalk repair update: Search for contractor to repair sidewalk - ongoing.
2. Donation and Gift Policy: Progress was made on this policy. Melissa to update the policy as discussed.
3. Motion #1: Peter Burns made a motion to approve a 2023 BNML budget resulting in an 11.4% tax request increase. Seconded by Michele Feiner. Motion approved.
4. Motion #2: Michele Feiner made a motion to transfer a \$4,074.00 budget surplus from 2022 to the BNML Capital Reserve Fund. Seconded by Laura Fulwiler. Motion approved. Approved budget due at the Town office the last week of December.
5. Motion # 3: Melissa Southwick made a motion to move \$5,129.17 from Library fund ledger line 31-1-00-90.00 "Library Grant" to line 30-5-00-25.12 "Friend's Gift". Seconded by Laura Fulwiler. Motion approved.

6. Gift / Donation Policy was reviewed: For budgeting purposes, it would be helpful to schedule quarterly Friend donations for March, June, September and December. Melissa will reach out to Bridget to discuss this request.

1. Sarah recounted Cathy Ainsworth's concern about the legality of having donations made directly to the library (a municipal entity) transferred to the the Friends - a 501c3 organization.

2. Melissa recounted Cathy Ainsworth's suggestion that any BNML policies related to finance be reviewed by the Town's legal counsel.

1. Facility Use Policy: Sarah will send out out the current and proposed versions of the policy for Trustee review prior to next month's meeting.

Executive Session: Motion to enter executive session made by Laura Fulwiler, seconded by Michele Feiner at 6:05 PM. Motion approved.

Discussion: Personnel compensation issues were discussed.

Motion to leave executive session made by Laura Fulwiler, seconded by Michele Feiner at 6:22PM. Motion approved.

Agenda for next meeting :

- (1) Work on policies

Adjourn: Motion to adjourn at 6:23 PM made by Michele Feiner. and seconded by Laura Fulwiler, Motion approved.

Next meeting: Thursday January 19, 2023 at 4:30PM

December 2022 BNML Librarian's Report

Building & Technology

- **Electrical Upgrade and Repairs:** Gary Choiniere should be here this month...
- **Sidewalk:** Mo and his crew added cold patch to the low sidewalk spot on 12/12.

Collection Development

- Still working with Baker & Taylor to clear up old invoice problems.
- Snowshoes are coming upstairs and we will have a new pool pass soon.

Grants/Funding:

- Total direct donations in 2022 were \$1370. An additional \$252 from the book sale goes to the miscellaneous revenue line for a total of \$1622 in additional revenue.

Programming

- December programs included Homeschool First Fridays, Storytimes, 4 sessions of an After School Art Series, the Art Show Reception, and Gingerbread House making (very well attended!)
- Upcoming in January:
 - Photography Club will be called "Fairfield Photogs" and will be a hybrid program with Harry Goldhagen as a mentor
 - Yoga with Molly
 - A resource sharing day with folks from 3SquaresVT, AgeWell, and the Alzheimer's Association
 - Adult Craft Night
 - Homeschool First Friday with Rachel from the Farm to School grant
 - Story Hour continues every Wednesday.
 - Book delivery and baby package prep continues (a baby boom!!)

Other

- Have received several examples Selectboard/Library MOUs from VTLIB and will start to look at them and synthesize some ideas in the next couple of months.
- We will be closed from 12/24 - 1/2/23.