

**Bent Northrop Memorial Library**  
**Trustee Meeting Minutes Draft**  
**March 21, 2019**

**Call to Order:** Laura Fulwiler called to order at 4:30P

Present: Laura Fulwiler, Peter Burns, Kristina Bolduc, Samantha Thomas (welcome aboard!), Laura Bellstrom, Sarah Montgomery, Bridget Howrigan Rivet, and Amanda Forbes

**Guests:** none

**Approval of previous meeting minutes:** Motion to accept (Laura B), seconded (Peter B) and all approved

**Treasurer's Report:** Amanda presented library fund report to group and notes on track first quarter for revenue, operating expenses and property expenses (notes that full mortgage for year has been paid). Also advised that in order to transfer surplus (if there is one) at end of year into a capital fund, would need to warn and bring to the annual town meeting. Discussion around logistics of transferring money in endowment into a capital fund was held as well.

**Librarian's Report:** See attached report provided by Sarah M. Highlights include successful visit from Mr K over school vacation (38 participants), well attended chocolate making class with Jenny Fournier, and great events coming up in March and April including Fridays with Mr K beginning March 22 (3:15-4:30), Tinker Belles on Tuesdays (April 2 , 9, 16th from 3:15-5 PM), Book folding with Kristina Bolduc (Thursday April 11 at 6) and speaking engagements with former Vermont governor, Madeleine Kunin on Saturday, Mar 30 at 1PM and author, Archer Mayor on Thursday April 25th at 7PM.

**Friends Report:** Bridget reports the Friends are gearing up for Madeleine Kunin's visit to discuss her most recent book complete with milk and cookies (Saturday, March 30 at 1 PM). Flyers have been posted around the county and electronically.

### **New business**

- 1) Recap of town meeting—Laura F. announced that the budget was approved unanimously by the town at Town Meeting Day.
- 2) Next steps/select board—Discussed measures to work more collegiately with the select board to resolve some of the misunderstandings and towards a more unified front. Decision made to rotate trustees to attend the select board meetings in order to get to know one another, would like to invite Charlie Thomas to attend conference sponsored by UVM on Town Officer Education (We're All in This Together: Division of Powers and Effective Collaboration Between Public Library Trustees and Select Board Members) in April.
- 3) Trustee Officer election: Laura Fulwiler to continue as Chair; Laura Bellstrom to remain secretary; Peter Burns, treasurer and all trustees to rotate as liaisons to select board (Peter to attend this month and Kristina B in April)
- 4) Financial advisor—decision made to shift endowment from Morgan Stanley (as they can no longer provide financial advising/planning) to Thomas Partners (to be acquired by Charles Schwab) as financial advisor. Will have lower fees and an advisor to come to meet with trustees quarterly. Discussed need to formulate a Financial Policy and will discuss in greater detail at April meeting.

### **Old business**

- 1) **Ethics and Conflict of Interest policy**—Kristina B provided preliminary copies provided using template from the American Library Association. Reviewed with minor changes suggested and to bring back to April meeting to finalize.
- 2) **Continuing work/Subcommittees:**
  - a) Strategic Planning Committee had first meeting and plan to draft document for board review in October with final document for Town Meeting Day in March 2020. Committee composed of Larry Steeneck, Bridget H. Rivet, Mary Schreindorfer, Jennifer Archambault, Sarah Montgomery and Kristina Bolduc.

### **Agenda for Next Meeting: (April 18, 2019)**

- 1) **Discussion around Financial Policy**
- 2) **Finalize Ethics/Conflict of interest policy**

**Adjourn:** Moved to adjourn (Peter B)/seconded by Kristina B. at 5:55 PM