

Bent Northrop Memorial Library
Trustee Meeting Minutes Draft
April 18, 2019

Call to Order: Laura Fulwiler called to order at 4:30PM

Present: Laura Fulwiler, Peter Burns, Samantha Thomas, Kristina Bolduc, Sarah Montgomery, Amanda Forbes, and Bridget Howrigan Rivet

Guests: None

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

Treasurer's Report: Amanda presented library fund report to the group. Reviewed operating/property expenses and around 30% of the budget has been spent which is on target for this time of year. With the turnover of financial advisement to Charles Schwab it can be expected that a new format for reporting endowment funds will occur.

Librarian's Report: See attached report by Sarah M.

Friend's Report: Discussed the upcoming author visits by Archer Mayer and Madeleine Kunin sponsored by the Friends. Madeleine Kunin's rescheduled date is May 4th. The Friends of the Library meet every 2nd Thursday of the month at 5pm and those interested in becoming a Friend of the Library are welcome to join.

New Business:

- (1) Strategic Planning Committee Update – Sarah M discussed the committee's timeline and key dates in progress towards creating a draft Strategic Plan. The committee will approach the community with multiple engagement processes to include, surveys, ASK exercises which involve one on one conversations, Aspiration exercise that would target specific smaller community groups for longer conversations, and a Community conversation would require a 90-120-minute conversation with a larger group of community members. The goal is to have a completed Strategic Plan to be included in the 2019 Fairfield Town Report.
- (2) Financial Policy- Continued discussion on the utilization of endowment funds. Laura F. provided an example policy to kick-start the process. Trustees discussed fiduciary responsibility, recommendations of spending limits to ensure endowment perpetuity, and prudent stewardship with potential opportunity to contribute to the community. Trustees will review provided policy example and formulate ideas to start drafting a Financial Policy over the next few months. Further discussion to continue at next meeting.

Old Business:

- (1) Ethics and Conflict of Interest Policy** – Kristina B to continue to finalize corrections for May meeting.
- (2) Financial Advisor** - David Poole will be the new Financial Advisor and it was discussed the he would be invited to call in at the next Library Trustee meeting in May.
- (3) Investment Policy** – Previously agreed upon Investment Policy required trustee signatures. This policy will be provided to our new Financial Advisor as the shift to Charles Schwab is finalized.

Agenda for next meeting (May 16, 2019)

- (1) Finalize Ethics/Conflict of Interest Policy**
- (2) Financial Policy development**

Adjourn: Moved to adjourn (Samantha T)/seconded by (Peter B) at 6:15PM

Librarian Report 4/18/19

Programming Update:

Past/ Current

- Friday 3/22 - 4/19, after school: **Mr. K After Nature Program - 13 students**
- Tuesday 4/2 - 4/16 - after school: **Tinker Belles - 7 -10 students each week**
- Thursday, 4/11, 6pm: **Adult Craft Night - Book Folding with Kristina - 7 attended**
- 4/3 - 4/13: **Cailey's Closet - gave away 17 dresses**

Recurring:

- Wednesdays at 10am: **Playgroup / Story Hour**
- Wednesdays at 3pm: **Drop- in Maker Space**
- 4th Thursday of each month: **Book Club**

Coming Up!

April/ May

- Wed. 4/24, 10:30am: **Crankie Show with Meredith Holch**
- Thursday, 4/25, 7pm: **Archer Mayor** - sponsored by the Friends of BNML!
- Saturday, 5/4: 10am - noon: **May the 4th Be With You**
- Saturday, 5/4: 1pm: **Madeleine Kunin** - sponsored by Friends of BNML!
- Starting 5/7: **Art Class with Mr. Raymond (Grades K - 2)** After School, runs 5 weeks
- Thursday, 5/9: 6pm: **Adult Craft Night**
- Wednesday 5/22: 10am: **Special Mr. K Playgroup**
- Thursday, 5/23: 6pm: **Intro to Composting**

Other Updates:

- Received \$450 grant to attend ARSL conference in September!
- Finished off Technology grant

Did you know?

- With your library card, you have access to over 10,000 downloadable ebooks and over 14,000 downloadable audiobooks? Listen Up Vermont (Overdrive App) has a mix of print and audio, while RB Digital provides us with a primarily audio collection.