

**Bent Northrop Memorial Library
Trustee Meeting Minutes Draft
October 15, 2020**

Call to Order: Laura Fulwiler called to order at 4:31 PM

Present: Laura Fulwiler, Samantha Thomas, Peter Burns, Laura Bellstrom, Jonathan Delabruere (all present remotely) and Kristina Bolduc

Guests: None

Approval of previous meeting minutes: Motion to accept minutes with minor corrections by Kristina B. and seconded by Peter B., and all approved.

Treasurer's Report: Reviewed operating/property expenses, spending currently at 76.65%.

Librarian's Report: No report for this month. Laura F. will touch base with Wendy to see if a librarian's report will be submitted for November's meeting.

Friend's Report: A Friend representative could not make the meeting, but sent notes for the Trustees information. The Friends will launch the logo contest next week. Bridget also has volunteered to research and draft a section on Donations for the Financial Policy document. The Trustees appreciated this and look forward to seeing a draft of this section from her.

New Business:

- (1) Financial Advisor Update** – David Poole will be invited to attend the November meeting.
- (2) Continued budget discussion to include employee salaries** – The Town Administrator provided the Trustees with health insurance and property insurance rate increases for 2021. It was agreed that further discussion of employee salaries would be held towards the end of the meeting in executive session.
- (3) Capital Improvement Fund discussion** – The Trustees are interested having one created for the use of the library. The Town Administrator was asked some clarifying questions about Capital Improvement Funds that will be revisited next meeting. These questions encompassed the process to create a fund, annual requirements if there are surplus funds to be deposited, and creation process of a warned article.
- (4) Ventilation concerns** – While colder weather approaches and windows are closed, air circulation is lessened and raises concerns involving Covid-19. Peter B. reviewed options recommended by Chucks Heating and A/C. The options included duct cleaning, filters, UV lights, modification to current furnace to hold upgraded filters, and yearly service fee increases. The Trustees decided

to schedule Chuck's to modify the furnace so it can hold higher performing filters and accept the yearly service charge associated with it. The other options were tabled currently.

(5) Possible interim Trustee – Laura B. has reached out to a possible interim Trustee who can dedicate their time until Town Meeting day. The interim Trustee would need to decide if they were interested in running for the Trustee position on Town Meeting day. Samantha T. and Peter B., both had names to contact if needed. Laura B. would invite her contact to the November Trustee meeting.

(6) Braver Angels Request – The group Braver Angels contacted the library asking if the library would endorse their community message. Laura F. gathered information from the Vermont Department of Libraries and the American Library Association for the Trustees to consider. The Trustees decided that they could not formally endorse the organization. As a municipal library, ethical principles require it to remain neutral in political discussions.

Old Business:

(1) Financial Policy- Not discussed this meeting.

(2) Investment Policy – It was agreed that the Trustees will sign to the document, when they are able to visit the library.

Executive Session: A motion was made to enter executive session to discuss employee salaries, moved to enter by Laura B./seconded by Peter B. Executive session began at 6:03 PM. A motion was made to end executive session by Peter B./seconded by Kristina B. at 6:55 PM. No outcomes were finalized and salaries will be revisited next meeting. The Town Administrator will BE contacted to address some questions.

Agenda for next meeting

(1) Financial Advisor Update

(2) Library Status Report

(3) Continued draft budget finalization/salaries

(4) Capital Improvement Fund Information

(5) Continued Financial Policy review (if time allows)

Adjourn: Moved to adjourn by Laura B./seconded by Peter B. Meeting adjourned at 6:58 PM

Next meeting: Thursday October 19, 2020 at 4:30PM