

Bent Northrop Memorial Library
164 Park Street, Fairfield, VT 05455
Trustee Meeting Minutes
Date: 1/18/24 4:30pm

Call to Order: Melissa Southwick called the meeting to order at 4:31

Present: Peter Burns, Susan Magnostan, Samantha Thomas, Sarah Allerton, Charon True

Absent: Michele Feiner, Cathy Ainsworth

Guests: None

Approval of Previous Meeting minutes: Motion to accept December 21, 2023 meeting minutes made by Peter – as amended to “Sarah already went to records retention training.” Seconded by Susan Motion approved.

Treasurers’ Report (10 minutes): Cathy Ainsworth not present.

1. Reviewed financial report. There will need to be a journal entry made to reflect the Friends money/gift in the right year. Auditors are currently looking at the financials, and the numbers for the Mary Wallis and Wanzer Dodd funds will need to be changed in the report.
2. Last year’s surplus is detailed on the 2nd page of the draft budget. \$2690.00 will be transferred to the capital fund. Overall, the budget increase is at 1.8%, although this will not change the tax ask.
3. Melissa made a motion to accept the proposed budget of 1/18/24, and this was seconded by Susan. The motion carried.

Librarian’s Report (10 minutes):

1. See the attached report. It is going to be a very busy month for programming at the library.
2. Sarah was not an authorized user of the security system. Cathy is now the authorized user and Sarah is the back-up user. It was discovered that there were malfunctions in 3 of the smoke detectors. After some negotiations with Brinks, Sarah was able to get the cost down for the tech support to \$99 and 3 new detectors for free.
3. Sarah is trying to shrink down the arming schedule for the security system to get maximum coverage while the library is closed.
4. No new news on the vandalism incident.
5. Melissa asked for estimates on what the cameras and light would cost from Brinks to hook into the current system.
6. Sarah will reach out to the electrician in regard to the flood lights.

Friends Report (10 minutes):

1. They had a very good discussion of Sarah’s wish list with good reception at the last meeting.
2. They are going forward with design /planning for the bookcase and table for the teen room. (Susan did hear from the tech center that their curriculum was already set for the year and that they couldn’t help us with the request to paint the wall.

3. The Friends are busy planning for the Wellness Day. They are anticipating more people this year. Last year- 34 people from the community participated. This event will be held the first Saturday in April- this year falling on April 6, 2024.

New Business:

1. We finalized the article for the warning. Peter made a motion to approve the article as presented, and this was seconded by Melissa, and the motion carried.
2. Trustees Report- see attached draft. Sarah will look at this one more time, and then pass it off.
3. Release of Mortgage Payment: Susan made a motion for Cathy Ainsworth to release 32,168.86 from the investment fund into the Library General fund to pay for the mortgage. This was seconded by Samantha. The motion carried.
4. Child Policy: This policy was reviewed by the Trustees. A motion was made by Susan and seconded by Melissa that we adopt the Revised Child Policy. This motion carried.
5. Patron Behavior Policy: This was discussed , and Sarah is going to do some more research and have a draft for our next meeting.

Old Business (Follow-Ups and Action Item Update) - This was covered in the Librarians and Treasurer's section of the minutes.

Executive Session (if needed): N/A

Agenda Items for Next Meeting:

Adjourn: The meeting was adjourned at 6:31 pm by Melissa.

Next Meeting: Feb. 15, 2024