

Bent Northrop Memorial Library
164 Park Street, Fairfield, VT 05455
Trustee Meeting
Date: 8/15/24

Call to Order: Susan Magnan called the meeting to order at 4:34pm

Present: Susan Magnan, Sorel Chaput, Sarah Allerton, Luann Ross, Peter Burns, Samantha Thomas

Public to be heard: none

Approval of Previous Meeting Minutes: Minutes of the 7/18/24 meeting were approved as amended.

Approval of Warrants: Deferred to the next meeting with Cathy is present to clarify some procedures.

Treasurer's Report:

- New line item under operating expenses for the new child care subsidy of \$30 a month. Will need to budget for this in the future.
- The Friends' contribution is also reflected.
- Some discussion about total expenditures being higher than typical for this time of year. To be revisited at the next meeting when Cathy is present.

Librarian's Report:

- HVAC system maintenance. Refrigerant may need to be recharged which is outside of the contract. Estimate of around \$100.
- Landscaper has been asked to weed and parking lot lines have been repainted.
- Bibilio will begin 9/1
- Sarah is working on the courier grant application, due 8/3, to defer some of the costs of interlibrary loan costs.
- Summer reading program was a HUGE success with close to 100 kids participating. This program is supported by the Friends, the Department of Libraries, the Parent-Child Center, and Dan Connor.
- Tammy Johnson will start working on Wednesdays and some Saturdays, which has been really helpful.
- The library will be open on Mondays again starting 9/9.

- Report of some “1st Amendment Audits” happening in Franklin County libraries.

Friends’ Report:

- The Friends continue working on the big To Bid event preparations. This is the 10th anniversary event held on 9/28 from 6-9pm.
- Encourage sale of the raffle tickets to win \$1000. \$25 per ticket.

Old Business:

- Sam needs to resign from the board. She will be missed. Discussion of the process to find someone to fill her spot.
- Strategic Planning discussion: Continued discussion of what process would be helpful. Consensus for the board to do this and not use a consultant. Susan and Sorel will review the notes and documents from the strategic plan done 5 years ago and make a proposal. Discussion of using a survey to gather input from the community.
- Confidentiality Policy: After reviewing and editing the Confidentiality Policy, Susan made a motion to accept the Confidentiality Policy. Sorel seconded. Motion carried.

Agenda Items for Next Meeting:

- Meet with new Thomas Partners Financial Advisor, John Hayek. Discussion of Investment Policy revisions and SEC Class Action.
- Security system update (Cathy)
- SEC Class Action
- Flag pole repair update (Sorel)
- Strategic plan process proposal (Sorel and Susan)
- Annual personnel review process

Adjourn: Susan Magnan adjourned the meeting at 6:23pm.

Next Meeting: 9/19/2024, 4:30pm