

**Bent Northrop Memorial Library**  
**164 Park Street, Fairfield, VT 05455**  
**Trustee Meeting**  
**Date: 7/18/2024**

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

**Present:** Susan Magnan, Michele Feiner, Sorel Chaput, Sarah Allerton, Cathy Ainsworth and Charon True

**Public to be Heard:** none

**Approval of Previous Meeting minutes:** Minutes of 6/20/24 minutes were accepted as presented

**Treasurer's Report:**

- Motion made by Susan and seconded by Michele to move the \$30,000 Friends Gift from the Operating Account to the Bent Northrop Memorial Library's endowment fund held by Charles Schwab. Motion carried.
- Discussed changing the language of the Financial Policy to reflect the process of two trustees being designated to approve orders of the Library Fund regularly with monthly approval by the full Board.
- Motion made to have Susan and Peter review and approve the warrants prepared by the Town Administrator bi-monthly. Motion carried.
- New VT state child care act will have small effect on the library budget
- Budget continues to be on track

**Librarian's Report:**

- Fire extinguishers were recharged
- Flagpole repair still a concern. Sorel to explore the challenge more and report back
- The volunteer landscaper has not surfaced. Need to consider other options when creating budget for next year
- Summer programming continues strong and very well attended
- BNML is seeing an influx of Fairfax patrons as their library is contending with construction
- Security system still not working properly. Cathy to explore more
- A Class Action Suit notice was received. Cathy to look into those details
- Library will be closed on 8/16 for Bennington Battle Day

**Friends Report:**

- Friends work is all focused on the annual To Bid event which will be held on 9/28 from 6-9pm
- Being the 10<sup>th</sup> Anniversary the plan is to “glitz it up!”
- A \$1,000 gift was given again to be used for the raffle. \$25 per ticket

**Old Business:**

- With the final paragraph corrected to reflect the wording as discussed above, Sue made a motion to accept the Financial Policy as presented. Michele seconded. Motion carried.
- Sue made a motion to accept the warrants for this month for approval. Sorel seconded. Warrants accepted
- Discussed strategic planning. Sarah shared two proposals for possible consultants. Discussed overall needs, capacity and possible steps forward. Stressed desire to focus on the following five areas: technology, facilities, staffing, programming and materials. Further conversation needed.

**New Business:** moved to next month

**Agenda Items for Next Meeting:**

- Investment Policy revisions after legal review
- Confidentiality Policy
- Strategic Plan

**Adjourn:** Susan Magnan adjourned the meeting at 6:45pm

**Next Meeting: Aug 18, 2024**

**Minutes amended and approved at 8/15/24 meeting.**