

Bent Northrop Memorial Library
164 Park Street, Fairfield, VT 05455
Trustee Meeting
Date: 10/19/2023

Call to Order: Melissa Southwick called the meeting to order at 4:35

Present: Melissa Southwick, Peter Burns, Susan Magnan, Michele Feiner, Sarah Allerton, Cathy Ainsworth, Charon True

Guests: None

Approval of Previous Meeting minutes: Motion to accept Sept 21, 2023 meeting minutes made by Susan and seconded by Melissa.

Treasurers' Report (10 minutes):

- * Discussion about how the budget surplus works
- * Budget continues to be on track

Librarian's Report (10 minutes):

- It has been a very busy October with programming – see Librarian's report for details
- Received a \$750 donation that will be utilized for monitors in the teen room
- Discussed the idea of having a donations plaque.
- Book sale is upcoming and book donations are welcome
- Sarah has created an new Incident Report
- Discussed Mandated Reported parameters
- Revisited policy review and need for a schedule

New Business:

- We will wait until January to present our MOU and Policies to the Selectboard
- Peter will present our budget to the Selectboard on Dec 18th
- Sarah presented a new Repairs and Maintenance schedule to assist with budgeting
- Time spent on review of the budget

Old Business:

none

Friends Report (10 minutes):

- Another very successful Auction – cleared \$10,600
- Working next on Wellness Day
- Brochure is updated
- Branded materials available for purchase

Agenda Items for Next Meeting:

- Finalize Budget

Executive Session: Entered Executive Session at 5:48. Discussed Personnel and Budget. Ended: 7:10

Additional Business: Motion made by Peter to add as policy that all substitutes will be paid at a rate of \$15 per hour. Seconded by Michele. Motion approved.

Adjourn: Melissa Southwick adjourned the meeting at 7:20pm

Next Meeting: November 16, 2023

Join Zoom Meeting:

<https://us02web.zoom.us/j/81343649772?pwd=US9SeFZKY1RXNit6bzFVMIF6V0RDUT09>

Meeting ID: 813 4364 9772

Passcode: 221504