

**Bent Northrop Memorial Library**  
**Trustee Meeting Minutes**  
**January 19, 2023**

**Call to Order:** Michele Feiner called the meeting to order at 4:36 PM

**Present:** Sarah Allerton, Michele Feiner, Laura Fulwiler, Samantha Thomas (Zoom) Melissa Southwick, Bridget Howrigan Rivet, Cathy Ainsworth, Peter Burns

**Guests:** None

**Approval of previous meeting minutes:** Motion to accept December 15, 2022 regular monthly meeting minutes made by Melissa Southwick and seconded by Laura Fulwiler. Motion approved.

**Treasurer's Report:** Cathy Ainsworth presented budget status report.

**Librarian's Report:** Sarah presented the librarian's report. See the Librarian report attached.

**Friend's Report:**

1. Friends are planning a Wellness Day at the Library on April 1, 2023. Program to include yoga, massage, meditation, snacks.

**New Business:**

1. Sidewalk repair update: Search for contractor to repair sidewalk - ongoing.

2. Donation and Gift Policy: The following was decided: In accordance with Vermont Library Law, donations made directly to BNML, via front desk walk-ins, website or similar, will be deposited directly into the BNML account. Donations made directly to the Friends and funds raised by the Friends will be managed by the Friends. Sarah and Cathy will adjust the BNML web-site donation button to deposit donations directly to the BNML account. Mellissa will update donation policy to reflect this change.

3. Motion #1: Peter Burns made a motion to set the hourly rate for substitute librarians at the current VT State minimum wage plus \$1. This rate will re-set automatically to reflect future VT State minimum wage increases. Seconded by Samantha Thomas. Motion approved.

4. Motion #2: Melissa Southwick, made a motion to revise the already approved 2023 budget. Seconded by Michele Feiner. Motion approved.

5. Motion #3: Michele Feiner, made a motion to approve the revised 2023 budget. This revised budget with result in a \$127,214.00 tax request - a 9.7% increase from 2022. Seconded by Samantha Thomas. Motion approved.

6. Peter agreed to run for the upcoming available three year term at this year's Town meeting day. Peter will fill out nomination consent form. Trustees will delay lawyer review until, Financial, Donation gift, and Investment policies have all been updated.

1. Facility Use Policy: Sarah presented newly updated facility use policy. Minor edits were suggested. Sarah to update.
2. Cathy Ainsworth suggested BNML policies relating to money be reviewed by a lawyer. Town uses James Barlow 802 274 6438. [vtlocalgovlaw.com](http://vtlocalgovlaw.com)
3. Sarah presented 2022 Trustee report for publication in the Town Report. All approved.
4. Peter will contact David Poole to ask about the "*Request to complete annual review for Thomas-Partners Strategies*" questionnaire received at the Town office. Peter will also request that a copy of the monthly Schwab account report be sent to Sarah at the Library.
5. Laura Fulwiler and Michele Feiner will draft the memo-of-understanding between the BNML and the Town of Fairfield.

**Executive Session:** Motion to enter executive session made by Laura Fulwiler, seconded by Michele Feiner at 6:35 PM. Motion approved.

Discussion: Personnel issues were discussed.

Motion to leave executive session made by Laura Fulwiler, seconded by Michele Feiner at 6:45PM. Motion approved.

**Agenda for next meeting :**

- (1) Work on policies

**Adjourn:** Motion to adjourn at 6:46 PM made by Peter Burns. and seconded by Michele Feiner, Motion approved.

**Next meeting: Thursday February 16, 2023 at 4:30PM**