

**Bent Northrop Memorial Library**  
**Trustee Meeting Minutes**  
**June 16, 2022**

**Call to Order:** Michele Feiner called the meeting to order at 4:33 PM

**Present:** Samantha Thomas (Zoom), Sarah Allerton, Michele Feiner, Melissa Southwick, Laura Fulwiler, Peter Burns

**Guests:** Charon True - Friends of BNML, Cathy Ainsworth, David Poole (Zoom)

**Endowment Status report from David Poole:** The endowment fund is down approximately 10 % for the year, but performing better than the S&P500, which is down approximately 20% for the year. Bonds yields have increased significantly. In general, the quality of the portfolio is high. This years expected dividends should not be affected by the market turn-down.

**Approval of previous meeting minutes:** Motion to accept May 19, 2022 regular monthly meeting minutes as amended made by Laura Fulwiler and seconded by Michele Feiner. Motion approved. Amendment concerned annual contribution by the Friends. Amended May minutes will be posted to BNML website.

**Treasurer's Report:** Cathy Ainsworth presented the General Ledger Library Fund Budget status report. Spending is on-track for the year.

Cathy suggested that one, consolidated journal entry be made at the end of the year.

Cathy reported, that the select board suggested, that the sidewalk repair project be put out to bid, and that the Town is not interested in bidding on the project.

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

**Friend's Report:**

1. Charon True requested an item from previous month's meeting minutes be retracted. Amended May minutes will be posted to BNML website.
2. The theme for this year's bid-or-not-to-bid event will be "Read, Rest, and Relax"
3. The Friend's are working on a wish list form.

**New Business:**

1. ADA parking spaces. The idea of locating the ADA parking space directly in front of the entrance door was discussed. Samantha Thomas googled that only one space is required. This was checked by Peter after the meeting. Sarah may order a temporary sign for the ADA space until the sidewalk project is completed. Peter suggested that line painting be done by the site contractor as part of the sidewalk project.

2. Work progressed on the financial policy. Thanks to Melissa for her patience and diligence.

3. A tentative date of Thursday October 6, 2022 was set for a joint Friends / Trustee meeting to discuss the gifts and donations. Samatha Thomas and Laura Fulwiler will attend. The Trustees will not have a quorum at this meeting, and no decisions can be finalized.

4. Peter Burns made a motion to approve the Friend's Memo of Understanding. Laura Fulwiler seconded. Motion approved. The Friends should add a date to the approved version of the memo with the word DRAFT removed and a reference to this motion, and then send a record copy to Sarah Allerton.

5. Laura Fulwiler will invite Gary Deziel of the UVM Extension to the August meeting for a discussion about municipal libraries, spending, municipal responsibilities, and town-library relations.

**Executive Session:** None this month

**Agenda for next meeting :**

(1) Sidewalk drainage issue

(2) Financial policy

**Adjourn:** Motion to adjourn at 6:17 PM made by Michele Feiner and seconded by Laura Fulwiler. Motion approved.

**Next meeting: Thursday July 21, 2022 at 4:30PM**

## June 2022 BNML Librarian's Report

### **Building & Technology**

- **Computers:** Waiting for disbursement of ARPA funds to schedule the software upgrade and to purchase equipment. The wi-fi hotspot extender has been reconnected. I was successful in getting us to be eligible as an educational institution in order to get the cloud version of the Microsoft Office Suite for free.
- **Electrical:** I have contacted Gary Choiniere and am waiting for him to schedule us in. Have added the automatic door push plate to the project.
- **Cleaning:** Estimate for power washing was \$850. Will work that into next year's budget since the window washing was already an extra expense.
- **Drainage:** Ben Toof came and is assisting in working out the scope of the drainage project. He is looking into whether we are required to have two handicapped spaces.
- Summer hours start 6/20 (closed on Mondays)

### **Collection Development**

- Implementation of "Palace" ebook and audiobook marketplace is still pending and taking a long time.
- Hope to be able to start a full inventory by the beginning of July (?). Will be a long term project.
- Have added the Shelburne Museum to the pass program and a second State Parks pass with funds from Friends.
- Developing a special collection of history books from Marshall True Memorial Fund.

### **Grants**

- **ARPA Grant 21-22:** items have all been purchased and am working on fulfilling the grant reporting requirements.
- **ARPA 2022:** Grant has been approved. Waiting for disbursement of funds to start software upgrade and purchase computer monitors.
- **Farm to School Vision Grant** through the state with the Fairfield Center School and Community Center was approved! Am in planning meetings now to map out next two years of work that will include hiring a coordinator, plantings on library grounds, and after school/evening programming related to local food (cooking, preserving, history, with a focus on economic diversity and the migrant farmworker population)
- **Parent Child Center grant** - Submitted final receipts for a total of \$1965.22. Working on grant reporting requirements.
- The **Summer Performers Grant** for \$300 will pay for the VINS live animal presentation.
- The Community Center did not get the after school/summer grant.

## **Programming**

- Mr. K's after school series was a success. Would have liked a few more sign-ups.
- Rebooted the monthly Adult Craft Night this month but didn't have signups
- Planning a robust Summer Reading Program and have sent flyers home to all families through the school. Am adding a Teen Program with reading challenges and volunteer opportunities to get them involved. They will be the "BNML Volunteens" and I have a lot planned for them this summer in hopes of keeping them engaged throughout the year.
- Story Hour continues on Wednesdays and is growing.