

**Bent Northrop Memorial Library**  
**Trustee Meeting Minutes**  
**November 17, 2022**

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

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

**Guests:** David Poole ( Zoom)

**Approval of previous meeting minutes:** Motion to accept October 20, 2022 regular monthly meeting minutes made by Laura Fulwiler and seconded by Samantha Thomas. Motion approved.

**Report from David Poole:** Endowment growth is approximately -7% year-to date. Despite negative performance, the fund remains well positioned and is performing better than other indices. Earned income is still projected to be around \$54,000. David did not recommend making any changes to the investment strategy.

**Treasurer's Report:** Cathy Ainsworth presented the General Ledger Library Fund Budget status report. Spending is on-track for the year. Projected surplus is \$384 but this could change depending on final accounting.

1. Cathy to follow-up with David Poole to request a report showing, where the in the Schwab accounting, erroneous withholdings paid to the IRS, were returned to the endowment.
2. Cathy will ask Select Board if the Town has any spare black-top to fill the depressed area at the west curb cut. This would be a temporary repair until permanent repairs can be made.

**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 in February. Program to include yoga, massage, meditation, snacks.

**New Business:**

1. Sidewalk repair update: Search for contractor to repair sidewalk - ongoing.
2. Draft budget: no changes this month. Sarah will update the draft budget with proposed salary increases and associated costs.
3. School District listening session: Michele attended and reported an interesting discussion.
4. Financial policy, Facility use policy: deferred until next month.

5. Annual Friends request: Sarah presented a draft "wish-list". Sarah will make a few amendments. Sarah and Melissa will present list to the Friends at the next Friends meeting.
6. Donation and Gift Policy: Progress was made on this policy. Melissa to update the policy as discussed.
7. Select Board October 24, 2022 meeting minutes: Motion to accept as amended item #1 (reflecting the Library Trustee / Select board joint discussion ) - made by Peter Burns, seconded by Michele Feiner. Amendments: Add "h" to spelling of Sarah's name, Change "MOU" in the tenth sentence to say "Gift / Donation policy". Motion approved.

**Executive Session:** Motion to enter executive session made by Samantha Thomas, seconded by Peter Burns at 6:30 PM. Motion approved. Discussion: Personnel issues were discussed. Executive session ended at 7:34PM.

**Agenda for next meeting :**

1. Work on policies

**Adjourn:** Motion to adjourn at 7:35PM made by Peter Burns. and seconded by SamanthaThomas. Motion approved.

**Next meeting:** Thursday November 17, 2022 at 4:30PM

## November 2022 BNML Librarian's Report

### Building & Technology

- **Electrical Upgrade and Repairs:** Gary Choiniere should be here this month??
- **Sidewalk:** No progress
- **Smoke detectors:** High one has been replaced. I need help replacing the rest.
- Working on getting duplicates of the master key since there is only one.

### Collection Development

- **Aspen training:** Both Wendy and I are attending regular training on programming the Aspen OPAC patron interface, which is how KOHA communicates and displays what the patrons see and have access to in our catalog. There is database cleanup necessary to make Aspen work properly.
- Still working with Baker & Taylor to clear up old invoice problems.

### Grants/Funding

- **Farm to School Vision Grant:** Our November cooking class is supported by this. Working on a collaboration with a classroom at FCS for the next (in Jan or Feb)
- **Parent Child Center Grant:** We will receive \$1000 to spend during the 2023 calendar year

### Programming

- Homeschool First Fridays: Working on getting Homeschoolers to take ownership
- Annual book sale: Transition to free books. Will have to pack up the rest for recycling and Baker & Taylor Sustainable Shelves program. As of 11/16/22 we received **\$752.52** (includes a \$500 front desk direct donation).
- Facilitated Book Discussion series was very well received, would like to do more
- Trunk or Treat: Very well attended. Lots of lessons learned.
- Holding a Teen craft night 11/29
- Farm to School cooking activities: November was "Souper Supper"
- December art series after school for grades 3-5 is planned along with the traditional gingerbread houses.
- We will host art from the 7-8 grades with paintings of the Common School inspired by the style of famous artists. It should be up soon and we will plan an art reception in December.
- No volunteers are stepping up to help with photography club or adult crafts
- Story Hour continues every Wednesday. Book delivery and baby package prep continues.

### Other

- Rewrote the Facility Use Policy
- Have requested examples Selectboard/Library MOUs from VTLIB
- Rebecca C. has resigned from the Rec Committee which will leave a large void. They want to keep keys and decorations here and have asked me to be a moderator of their Facebook page