

Craftsbury Public Library

Board of Trustees Monthly Meeting

January 3, 2022

6 – 7:30 p.m.

Present:

Lise Erickson, Steve Moffat, Janice Andrus, Allison van Akkeren , Ailynne Adams, Chris McDonnell, Marc Ciecierski, Christina Rumery, Susan O'Connell (librarian)

Absent:

Mitch Hunt

Next meeting:

Monday, February 7, 2022

New Potential Board Members:

Ailynne Adams, Janice Andrus, and Marc Ciecierski were present to introduce themselves and share a little about why they would like to join Craftsbury Public Library's Board. Christina made a motion to elect new members Ailynne, Janice, Marc; Steve seconded. Unanimous approval.

Renew interim members:

Both Chris McDonnell and Christina Rumery joined the partway through 2021 and need to be elected for a full term. Allison motioned to reelect interim members. Steve seconded. Unanimous approval.

Election of officers:

Steve motioned to have Ned continue as President. Ailynne seconded. Unanimous approval.

Steve motioned to elect Christina as a treasure, Allison seconded. Unanimous approval.

Polly has retired, the board needs new secretary.

Main responsibilities include: Thank you notes throughout the year. Organize annual letter.

Jan volunteered for thank you notes, Ailynne for minutes.

Christina motioned to elect Ailynne for secretary position, Steve seconded. Unanimous approval.

Review/form working groups:

Finance working group will be divided into two separated groups, one to oversee the budget and day-to-day finances and one to handle endowments and investments.

Finance/Budget working group: Ned, Christina, Allison, Susan

Endowment/Investment : Ned, Christina, Lise, Steve

Policy & Planning: Steve, Mitch, Marc, Christina

Personnel: Lise, Mitch, Susan, Janice

Books for Babies: Allison, Ailynne, Marc

Plant & Property: Steve, Ned, Marc

Art & Artifacts: Lise, Mitch, Chris, Jan

Fundraising: Ned, Allison, Christina, Ailynne, Susan (Allison will still chair)

No more need for expansion project working group

Short term working group - Library hours review: Jan, Chris, Christina, Susan

Motion to approve last meetings minutes: Allison, Lise second.

Treasurers Report:

Went over end of year position and highlighted some transactions that will need to be reclassified to accurately file tax returns.

2021's budget was uniquely complicated due to the expansion project.

Steve moved to accept treasurers report, Chris seconded. Unanimous approval.

Librarians Report:

- Library Journal has named Craftsbury a 4 star library after being moved to higher budget tier. Susan is organizing a press release to go out to papers and front porch forum etc...
- Jasper Hill was able to donate cheese again.
- Update patron barcodes- Susan has been working to update bar codes along with Albany and Simpson. The goal is for patrons to have one card/number/barcode to use through out all systems. Ebooks/audio books/streaming services/universal class etc...
- Children's programs: Jen continues to find new ways to play outside.
- Kim Wojnar has agreed to accept the position of substitute librarian.
- Susan, in theory, will be on vacation at the end of the month.
- Annual public library report, both for the town and the department of libraries are both in progress.
- ARPA funds allowed for the purchase of a heavy-duty ez-up tent. For library use and could be borrowed by patrons as part of a "Library of things"
- Need a volunteer to read/review building insurance policy. Steve volunteered

Working group reports:

Personnel: Not much to report.

Finance committee: Working on new bookkeeper.

Thank you notes:

These will need to go out for annual letter soon. Polly will help Jan get packets out board members to personalize and sign.

Board meeting hours:

6 -7:30 might be a more realistic timeframe for board meetings.

Christina made a motion to adjourn, Steve seconded. Meeting adjourned at 7:30, January 3, 2022.