

Craftsbury Public Library
Board of Trustees Monthly Meeting
January 2, 2022
6 - 7:30 p.m.

Next meeting

Monday, February 6, 2022

Present

Susan, Jan, Allison, Ailynne, Kim, Ann, Misty, Alan, Christina

Absent

Marc, Steve

Call to order

Allison calls the meeting to order at 6:08

Trustee Training

Trustees carry the overall vision of the library. Concrete ways to do that are setting policies and a long-range plan. This includes advocacy for the library, championing services in the community, maintaining the building and property. Trustees are encouraged to join the Vermont Department of Libraries (VTLIB) "LibTrustFriend" ListServ. Board members can email Susan to connect you with the ListServ manager or check out the VTLIB website for information on how to join.

A few Board training ideas:

- schedule a "new trustee training" session at the library
- schedule a board retreat
- set aside 10-15 minutes at the beginning of each meeting to cover a topic of training
- watch trustee training videos on the VTLIB website.

Board members should think about these options and decide which appeal to them so we can vote on a way forward in the February meeting.

Elect New Trustees

Allison moves to elect Kim Wojnar, Anne Ingerson, Misty Allen and Allen Turnbull. Ailynne seconds. Unanimous approval.

Christina's Resignation

This will be Christina's last meeting. She is resigning from the Board and Treasurer position. Jan moves to accept Christina's resignation. Ailynne seconds. Unanimous approval. Thanks for going above and beyond, Christina.

Elect Officers

Reviewed the description of the officer positions from the bylaws and talked about the role of incoming board members versus longer-serving board members on the executive committee.

Christina nominates Janice (Jan) Andrus for President of the Board of Trustees. Ailynne seconds. Unanimous approval.

Allison nominates Steve Moffatt for Vice President. Christina seconds. Unanimous approval.

Jan nominates Ann Ingerson as Treasurer. Alan seconds. Unanimous approval.

Financial Report

A few budget items have been renamed or reorganized, for clarity, including 'Solar Project Grants'.

Allison wanted to discuss the benefit of separating out GRANTS into categories: 1) funds that serve to meet budget line items; and 2) funds that go toward other items that were not factored into the budget. This could potentially be accomplished in a separate spreadsheet put together once a year especially for the budget committee's use.

Why are wages in the 2023 budget less than budgeted wages in the 2022 budget?

Hours have not changed and the wages increased in 2023. This is due to the Director's health insurance stipend being separated out from wages into its own line item.

Jan moves to accept the financial report. Ailynne seconds. Unanimous approval.

Librarian's Report

Star Library

We're a 5 star library! Top in the nation in our budget category (based on 2019 numbers). For our population size and budget, our number of programs, circulation, program attendance, and more, is great.

Programs and Usage

Dips and surges in usage over December related the weather and the holidays.

Grants

The budget requires Susan execute a more ambitious Grant plan this year than ever before. Working on a game plan to be sure to meet all deadlines and get to the goal.

Library Volunteer Evening

There will be a volunteer meeting to help pinpoint volunteer preferences for the type of tasks they would like to do for the library.

Staffing Changes

Paula Davidson has handed in her resignation for the position of Assistant Librarian. Susan will be working on finding a replacement.

Employee Review Clarification

The Director Evaluation was given in November which included comments from the Board. Some of the comments were a bit vague and Susan is looking for a little helpful clarification of them. She will email folks who filled out the form to ask for them to be explained a bit further, anonymously.

Organizing Working Groups

We'll shelf this for the next meeting.

Thank You Notes

We need to write thank you notes (including a tax receipt) for people who have made donations in response to the annual letter. Board members will all get a packet of notes to write individual messages to donors. Jan is going to put that together.

Working Group Reports

Solar

We received an additional private donation to go toward the solar project. Almost all of the purchasing for the project has been completed already. The plan was approved by the State of Vermont and by a solar plan inspector (of sorts). The plan is to have the solar array installed and operational by Spring.

Adjournment

Jan made a motion to adjourn at 7:47. Allen seconded. Unanimous approval.