

Pope Memorial Library Board of Trustees  
Meeting Notes  
October 11, 2021

**Board Members Present:** Nick Flanders, Kim Prior, Judi McAllenney, Bruce Palmer  
Gail Calkins

**Others in attendance:** Dee Palmer, Diane Simons

The meeting was called to order at 6:07pm  
Discussion began with discrepancy in book sale amounts.  
Confirmed with Diane that all monies have been deposited.

**Secretary minutes:** Question about who Sally is in the notes. Windows were previously decided not to get taken care of, so Dee is wondering who this person is. Has anyone been in touch with Lisa Ryan?

Clear the language before the minutes are approved. Change Sally to Lisa Ryan? Kim Prior motions to change this. Approval is made with this amendment. Caroline Demaio is misspelled in the minutes. Will update without board approval. Accept as friendly amendment. Kim and Gail motioned and seconded.

**Executive Session minutes.** Kim motions to accept and Gail seconds. All were in favor.

**Bookkeepers report:** Dee will double check the cash box one more time to verify no more money is laying around.  
State grant is not for postage as noted. It's a currier grant for Interlibrary loans. Dee will update Diane on this.  
Bruce was curious about what Diane uses for bookkeeping. If it's Quickbooks, they offer a dashboard feature that can include info John B would like to see. All of us like that idea of having reports run and displayed easily.  
Kim had some questions on the insurance and fuel oil budget. Already over on those.

**Directors report:** If someone is coming to check the sidewalk, Kim asked if someone can look at the uneven step at the side entrance of the library (kitchen side)

**Building issues:** Besides the issues already discussed, plaster problems inside the library. Maybe due to blasting? Maybe post requests for quotes on Front Porch Forum? Start with Sally and Martin...  
Light bulb out at CC, top of the stairs. Mildew smells from standing water in the basement.  
Temporary cleaning person not going upstairs in CC.  
All of us can keep an eye on these maintenance needs.

**Annual Appeal letter:** Andrea and Dee are in the process of updating the address database. They are trying to remove old names, add new ones, etc. Then Letter will get written. Dee thinks she can start it next week.

**Add'l fundraising?** Fall or Winter Raffle? Dee might have something but couldn't spill yet. More to come....

Kim was wondering about thank you cards, for example, the volunteers that helped at the book sale. Or helped at the Fair. Nick explained we have a Volunteer Appreciation Brunch in May, but it didn't happen last year due to Covid. Gail and Dee already wrote thank yous for Valentines and Sculpture fundraisers.

Bruce was wondering if there is a Board member packet/booklet that contains library policies and such. Judi has a thumb drive with electronic copies. Leave at the library so Andrea can upload the files to the website.

**Director Search Committee:** job opening is posted on website, FPF, VT library assoc. Page. Kim didn't see it there, so she called and spoke to a person there. Kim called Dept. of Labor to get it posted there. They require some extra info which Diane will get for Kim. We'll get it posted in Cal Rec. Maybe put it in Times Argus and Rutland Herald?

Personnel Departure Discussion: communication via email on this topic

Motion to Adjourn by Bruce and seconded by Kim at 7:13p

Next meeting to be held on Monday, November 8th at 6pm