

Pope Memorial Library

Draft Minutes of the Board of Trustees Meeting, November 3, 2022

There being a quorum present, Bruce Palmer called the meeting to order at 6:05 p.m

Trustees present: Bruce Palmer, Gail Calkins, Kim Prior, and Nicholas Flanders

Others present: Shara McCaffrey (Director) and Caroline DeMaio

The chair introduced Caroline DeMaio as a potential board member, who would join the board in January. She left the meeting after the introduction.

Secretary's report. Kim moved and Gail seconded to accept the Secretary's minutes of the previous meeting. The motion passed unanimously.

Treasurer's report: Revenues are on track to meet the year's expenses. The library had additional HR expenses at beginning of year because of the bonuses paid departing staff. The board is considering separate capital budget for repair and maintenance of the buildings. The fund-raising letter usually brings in revenue at end of the year, but sometimes donations come after the end of the year are counted in the next year's budget. Nick moved to accept the treasurers report, with a requested confirmation of the \$26,000 figure in the final paragraph. Kim seconded. The motion passed unanimously.

Buildings: The front walkway is being fixed and should be ready tomorrow (November 4).

On the community center basement, the current proposal is not to move the furnace and hot water tank. Nick moved to allocate \$12,710.09 for the basement work (\$915.84 more than was previously allocated). Gail seconded the motion. The motion passed unanimously.

The board discussed the problem of the bricks coming off on the southeast corner of the community center. It was suggested that a structural engineer should look at, given the prior experience with the problem that was addressed through the 2019 refurbishment. The issue is more than just with the brickwork. There may also be an issue of springs affecting the foundation. Shara was looking at a grant for investigation of the issue and for possible repair.

Shara will talk with Sally Fishburn about plastering in the library building.

Bruce talked with Toby Balivet, who is associated with the Methodist Church, about the flagpole problem. Toby will let him know the schedule for working on the Methodist Church's steeple and the possibility of using the same crane to fix the pole. An alternative was proposed of getting a plumber with a probe with a camera used for looking into pipes and seeing whether it can be used on the flagpole. Bruce will talk with a plumber he knows that has such probe.

Downs Rachlin Martin has surplus library shelving that Bruce was able to save for the library. Either the Pope can use it or it can be given to other libraries. One set of shelves is already upstairs.

Fund raising: Board members agreed to get together and get the fund-raising letter out on next Saturday morning. The question came up again about whether the Holiday on the Green was going to take place. Nick said that Toby Balivet, a usual participant, had not heard anything about it, but had suggested talking to the Chamber of Commerce.

The board discussed brining on Caroline as a new board member. Gail nominated Caroline to the board. Nick seconded the nomination. The vote was unanimous in favor of her membership. Bruce noted that the board needs to recruit more members. He will recirculate the list of prospects that he put together. Mary Beattie has committed to joining next year. It was suggested to look at children's hour group and particularly homeschoolers for possible members.

Dee Palmer is stepping down from the children's librarian position. The board agreed that the library director is responsible for hiring staff. Shara plans to advertise the position on Front Porch Forum and the Vermont libraries network. A candidate will have to have a background check.

Kim moved and Gail seconded a motion to go into executive session to discuss a personnel matter at 7:17 pm. The vote was unanimous.

At 7:23 Gail moved, and Nick seconded, to come out of executive session. The motion passed unanimously. At 7:24 Kim moved for adjournment and Gail seconded. The vote was unanimous.