

Pope Memorial Library  
Board of Trustees  
Meeting Minutes  
9/19/2022

The meeting was called to order at 6:04pm.

Attendees: Nick Flanders, Kim Prior, Gail Calkins, Judi McAllenney, John Blackmore

Absent: Liz Prohaska

Others present: Shara McCaffrey, library director

Secretary's Report:

Meeting minutes approved. After Nick F and Gail C moved and seconded.

Treasurer's report:

Fundraising is up this year. Even without the July (grill) and Valentine's raffle.

Appropriations is not in the budget. This needs to be added.

Annual appeal should get going so most of the money for that shows up at the end of the year.  
Oil is up.

Summary is nice to include, thanks John! Gives a good sense of where we are.

Question about Endowment from Eva Crane coming automatically. It's about \$20K in quarterly payments.

The VT Comm Foundation is by choice and we typically roll that over.

Bruce wonders if we should have a separate capital budget? Something to think about for next year.

Nick F. moves and Gail C. seconds the treasurer's report. All were in favor.

Facilities:

Larry Rossi is not replying back to Bruce's calls about the sidewalk. We might need to touch base with somebody else. Seems he's stretched thin.

Basement: Second estimate is comparable to first. Shara has \$5k grant money to cover half the cost of the repair. Mid-october, we'll know if the grant is approved. Can we start repairs before the grant money is approved? Will that affect approval? Shara will get answers.

Exterior wall on CC has some cracked bricks. Ask Martin to come take a look and see if it's similar to the original issue where the bricks needed braced with some cabling. Maybe more grant possibilities?

Flaking paint above the old fireplace in the library. Hire someone to re-plaster and paint? Ask Sally Fishburn? She's done some work on the library before. Nick F is recalling something similar in the bathroom.

FlagPole update? Nothing from Toby. Bruce will call him.

Directors Report:

Addendums to the report: Need a new cleaning person since Marilyn gave notice. Shara's husband has offered to take over. He cleans the Fairbanks museum and the Atheneum. John B. motions and Nick F. seconds to offer him the job at \$25/hr for 2 to 3 hrs/wk.

Autumn on the Green idea: Bake sale, selling breads? The Academy kids will make about 50 quick breads, Paula will make some as well. Sell in front of the library.  
Book Sale setup, for the Autumn on the Green, will begin on Thursday, Sept 30th.

#### Governance Issues:

By Laws review: Minor changes.... we're referred to as corporation now. Section 2 of article 2. Word is missing....'at which' is added.

Library inserted where Atheneum still exists.

Make-up of various committees, Section 7. Committee on trustees should be 2.

Section 11A, regular meetings: John questioned the 6 week notation. Should language change in case a new board wants to return to monthly meetings? Add 'a minimum of'.....

John motions to adopt new by-laws as written, Nick F seconds and all are in favor.

Next 2 meetings (last of 2022), at a high level, should have an eyeball budget to start reviewing. Some expenses should be upgraded with inflation. Maybe create a simple capitol budget by then as well?

Bruce would like to see a Capitol (depreciation) fund? Use this money towards unexpected expenses. Balance sheet would now have savings, checking, capitol.....Include on future agenda.

Trustee terms in office: Nick F will finish out his term. Terms are 3 years.

Others were verified of the end of their terms.

Bruce had a list of 12 potentials, reviewed those on who would reach out to them.

Nick F brought up asking a high schooler to sit in on our meetings again. Everyone thought that was a good idea.

#### Old Business:

Bruce has been researching the history of the Library. He's compiled a bunch of info and will send it off before the next meeting.

Lot's of policies that need updated! Material Selection policy is the oldest, so tackle that one first.

How many policies does this library really need. Bruce will consult with Shara and Dee.

#### New Business:

Holiday on the Green? Maybe check with Toby?

#### Executive session

Kim P. motions and Gail C. seconds. At 7:24pm.

Discussion was the performance evaluation process, with a committee created.

John B. motions Nick F. seconds leaving executive session and adjourning the meeting at 7:30pm.

Next meeting is on Nov. 3rd at 6pm.