

Pope Memorial Library
Board of Trustees
Meeting Minutes
12/12/2022

1. **Call to Order** The meeting was called to order at 6:10pm....there were issues with connecting to Zoom via the WiFi.

Attendees: Nick Flanders, Kim Prior, Gail Calkins, Judi McAlenney, John Blackmore (via Zoom), Bruce Palmer

Absent: Liz Prohaska

Others present: Shara McCaffrey, library director, Barb Hawley

2. **Welcome to and dialog with Trustee Candidate Barb Hawley** (All) *During Chairs topics, the board decided to vote in Barb Hawley as a new trustee! Kim and Gail moved....*

Barb is asking what projects the library is working on and any fundraisers, etc. Gail has filled her in on most of our activities. Barb has been on the board before but was curious of the more current on goings.

3. **Secretary's report (Judi)** *Nick filled in for Judi in her absence. Gail motioned and Kim 2nd. All were in favor.*

Minutes of Meeting on 11/03/2002

4. **Treasurer's report -- (John)** *John is zooming in due to illness. Zoom isn't working properly but John will speak through Bruce's phone. John is wondering what \$7400 in annual appeal is just since Nov.1 or during the whole year. It's just thru Nov.1.*

VTcomm Fund is down and Dodge and Cox is down. Steiffel Nichols is up a bit. Annual appeal is down but did not include \$7400. So John will update his report on the annual appeal income. Gap is closing in then for our budget....we should increase that part of the budget for next year. OR we'll need to cut expenses. Shara thinks annual appeal will be closer to 15K so maybe not increase it back to 17.5K

Financial position: 28K from town showed up.

Budget: *Capital expenses for basement and computer upgrades! All need to be done next year. Some grant money will offset those costs.*

So, Bruce proposes for next year the operational and capital budgets are separated. Shara, Bruce and John can meet offline to execute.

Nick and Gail motion and second to accept the report. All in favor.

5. **Facilities/Building report (Bruce/John/Shara)**

CC Basement -- work to be done February: *down payment is made and scheduled for Feb to fix the water in the walls. 2 days of work.*

Community center SE corner brick issue: *Maybe pursue a grant for the repair and engineering eval?*

Flaking plaster and paint above fireplace: *Shara will reach out to Sally. Table for next meeting*

Flagpole - no news. *Table this until the spring now.*

Some shelving could be needed and used (by Bruces law firm) up in the mezzanine in the CC building.

All sorts of places could stand a clean up. Schedule a work party? More to come...

6. Director's Report (Shara)

Kim Prior mentioned bringing in some local adult authors as a program.

Dee's (final) departure and replacement

Annual Appeal

Kim and Gail moved to accept the Director's report....all in favor

7. Fundraising Committee (All): *Gail and Bruce will get it started and All need to come to the next meeting with at least one idea.*

8. Governance Issues (Bruce)

Planning for January Meeting -- officer positions Chair, Vice Chair, Secretary, Treasurer

Meeting schedule for 2023 - I propose Mondays at 6 p.m. on January 23, March 13, April 17, June 5, July 10, August 21, October 2, November 13, December 18: *Thinking ahead about officers and who will replace Kim. Gail volunteers to replace Kim as Vice, Judi is willing to continue as Secretary.*

New Trustees

Departures: Nick and Kim *Bruce thanks Nick for all his time on the board and presented Nick with a card of appreciation....Kim will continue supporting the library by re-creating a friends group.*

9. Old Business (Bruce/others)

Trustee Manual (Final Draft will follow) *The final draft was emailed and distributed.*

Potential Policies to consider: *One of these will be sent out prior to the next meeting for review.*

Library Behavior/Unattended Child Policy

Safe Child Policy (overlaps with above, could be included)

Cell Phone/Electronics use Policy (could be part of Behavior Policy as well)

Annual Spending Policy

Censorship and Challenged Materials Policy
Library Bill of Rights/The Freedom to Read Statement
ALA Code of Ethics
Freedom to Read/Freedom to view
Libraries: An American Value

10. New Business (All)

(Adjourn Regular Meeting) Kim and Gail move to adjourn meeting at 7:04pm. All in favor.

11. Executive session to discuss Director annual review Not needed during this meeting, the annual review will occur this week, and the board will discuss results after that.

Needed Attachments:

Trustee Handbook (Bruce)
Minutes of last meeting (Judi)
Directors Report (Shara)
Budget and financials (John)