

Pope Memorial Library
Board of Trustees
Meeting Minutes
01/10/2022

Members present via Zoom: Nick, Liz, Kim, Bruce, John, Judi, Gail
Others present: Shara

Shara opens up the meeting at 6:03 pm

The election of officers are as follows

Chair- Nick nominates Bruce

Secretary- Liz nominates Judi

Treasurer- Nick nominates John

Vice chair- Bruce nominates Kim

Nick moves and Gail seconds, all move to accept slate of new officers and new officers take over at 6:12 pm

Bookkeepers report

Discussion:

It looks like the library is in good shape. Kim questioned P&L as to why our net income is only \$120? Budget for 2022, no financial data yet behind the numbers.

Might be underestimating with the endowments. Fundraising was high in 2021.

Maybe get some answers from Diane before 2022 gets approved. John agrees the budget might need to be amended. Will reach out to Diane.

Endowment was only used when needed. Probably made more than what we need. Nick suggested we check the balance sheet.

Bruce wondered if the balance sheet showed realized vs unrealized gains. John answered it includes all gains.

John believes the budget is under reporting gains.

Much discussion about drawing down the endowments. Nick explained the difference between each fund. Some of it is just automatic.

The Vermont community is the only fund we have a choice on what to do.

Treasurer's report:

Net income is 27K, but will hopefully change after some end of the year reports. Payroll expenses are down in 2022.

2021 was a really good year. If we amend the income side of the budget for 2022, new line items should get added for expenses. For example, the community center basement with standing water. Nick asked what was supposed to be done during the renovations, and make sure they didn't miss something.

Bruce asked if we can pass the budget as is but subject to change? Or just table it until the February meeting?

Bruce worded it as pass an interim budget with amendments made during the February meeting.

Nick asked about cutting the checks for Dee and Andreas retirement money. Diane needs to know how to write them out. Tax them or not? Have the library cover the tax part. Move to accept this? Motion has passed....

Last meeting we discussed signing docs for Philly trust. Nick makes a motion to have documents filled out by the 4 officers just elected allowing signature authority. John moves, Kim seconds. All were in favor.

Nick moves and Kim seconds to approve the treasurer's report. All in favor.

Directors report:

OWL purchase. Pricey and can still be returned. Nick has reservations since it needs some amount of in person. Kim sees many opportunities. Great resource.

Nick agrees with Kim's reasons. But maybe first develop all the new programs and uses for the OWL. Kim thinks we'll need the OWL to help develop those programs. It will complement the programs. leave Shara to determine how useful it will be until it needs to be returned on Feb.2. Shara has spoken to the Peacham librarian who already has one to learn a little on its use and how to use it. She thinks there are other opportunities with other librarians as well.

Bruce asked what sort of support Shara needs from the board to help find a replacement for Marilyn? Reviewing the job description first would help. Marilyn is willing to be a substitute. If the job description looks good, we'll need to post soon. And where?

Nick proposed the board gives Marilyn a 2 month separation bonus. Kim seconds. Discussion on how much that would be. Pulled up last year's budget to see what that figure is. It looks like around \$2K. Bruce seems like that might be too much based on her tenure. Bruce proposes \$1k. Motion on the floor is still at \$2K. There should be a motion to amend that \$2k. Kim motions to amend the amount to \$1500. Nick has accepted the friendly amendment. All are in favor and motion passes.

Shara mentions a new committee in her report that meets monthly and would come up with ideas for library events and fundraising. Update the website to have a donation button?

John moves and Kim seconds the motion to approve the directors report. All were in favor.

Building matters::

Boiler room in the basement of the Community Center is creating air problems. There is moisture on the walls that needs eliminated. Would spray foam help? Nick suggested contacting Martin Bertollini since he's had some experience with that building in the beginning. Did the contractors seal everything they were supposed to? John will find out more for the next meeting.

Fundraising events:

Our Bylaws state that this is the meeting to decide what the plan is for this year. Gail thinks it might be too late to try and throw a Valentines raffle. Kim suggested the fundraising committee that is starting creates a list of ideas to raise money. Bruce likes that. Nick as well.

The usuals can remain like Memorial Plant and Bake, Spirits of VT. But Spirits needs to start to now....Liz is willing to Chair that event again if we decide to hold it. We'll endorse the new committee and

Other matters:

Recognition of Passumpsic Bank in regard to CC. John still needs to contact some people about this. More on this at the next meeting.

Bruce will assume the Zoom meeting invites moving forward.

Meeting adjourned at 7:36pm, motion to adjourn made by John, Gail seconded. All were in favor.