

Pope Memorial Library
Board of Trustees
Meeting Minutes
2/21/2022

The meeting was called to order at 6:02 pm via Zoom

Member's Present: Kim Prior, Nick Flanders, Judi Mcalenney, John Blackmore, and Bruce Palmer

Other's Present: Shara McCaffrey, Director

Nick F moves to and John B seconds secretaries report

Treasurer's report:

Before jumping into the report, Bruce was wondering if Diane needed to attend all the board meetings? His board meetings for other groups just used the Treasurer. Is Diane being paid to attend? If John has the appropriate reports, he can speak to the numbers and then Diane doesn't need to come. Bruce and John will get together with Diane and let her know what would help for the meetings.

*Discussion of the budget.

John and Shara reviewed the budget again. Previous budget shows a net income of \$120. New line items suggested for the budget are fundraiser, utilities increase for fuel oil. Total net income would increase to 620. Missing is the basement repair of 13K. Maybe have an admin budget, and a separate library budget. Figures won't change, but things would just be rearranged. Kim asked why the P&L report shows no income for the CC. How does the payment work with the groups that use it? Shara said they pay/contribute every 3 months (quarterly) and the nonprofit is all donation. The Adult program had \$28 listed, Kim was wondering what that was for? Shara will check with Diane. No electric bill noted yet for CC? Maybe they aren't entered yet? Library and CC should have separate bills. Telephone line in the CC is for the fire alarm, Bottom line is asking Diane to create reports that better answer questions during these meetings.

Nick explained money market accounts were used to pay non-operational costs.

Move to table discussion of moving money from Steiffel.

Return to the March meeting with a differently organized budget.

Directors report:

No resumes yet for Youth Librarian. All resources are being exhausted. We all endorse the idea of placing an ad in the local newspapers.

Getting some volunteers for summer time at least.

The summer reading program grant is open and available. Maybe partner with other libraries during this program.

Website needs more attention. Table for the next meeting and add that to the agenda.

More news of a volunteer group for the March meeting. A friend's group?

Committee Reports:

*Basement Waterproofing: A proposal is under review. Jackhammer the inside of the exterior wall and add drainage. Furnace and water tank are right against the exterior wall which would take an additional 3-4 days of work. Estimate is \$12K. Would need to wait until summer. For now we still need a dehumidifier. Contractors consider this a small job.

Nick checked with Martin. It was a problem then. They thought the sump pump would handle the water. Concern dealing with the exterior is what could be found during the excavation. Focus on solving the issue internally.

Also, have Martin look at the proposal and ensure the numbers look good. Should we get another estimate?

More discussion will continue at the March meeting. Add item to budget as well.

*Passumpsic Plaque: Barb Schoolcraft is asking the board what we have in mind. Make a similar plaque like the Meg Robinson plaque already hanging there. John will send a photo to Barb of that plaque.

Or does she want a plaque on the outside similar to the bronze looking plaque that is already hanging there. Historical plaque to honor Passumpsic?

Has Passumpsic agreed to re-do the front door of the CC? Include this in the plaque?

Bruce will now go speak to Jim Kitsch since Bruce is on the bank board and get more details. He will be more of a facilitator. Won't be voting.

***Fundraising Committee:**

The group has met a couple times. No need for town meeting fundraiser since it's Australian ballot. 3 book sales. Plant and bake sale. Spirits booked for July 3rd. Other events that might involve children?

Some sort of dedication for the plaque, have a reception and tie in a fundraiser at the same time? All are good ideas!

Have a list of set events by the March meeting, so the budget can be in line.

Add a trustee committee to help locate other members? Also in consideration is creating a governing committee, making sure trustees roles are being met.

***Old Business:**

Philip Tallman bench. Susan made a donation on her husband's behalf. Use that donation to place a bench in his honor? Nick will talk to Susan and see if this was her desire. Kim isn't sure where she heard this.

Bonus recognition was very well received! All were much appreciative.

Leave the rest under old business.

*New business: Resume in-person? Maybe set up the next one up in-person and also use the OWL for those wanting to stay home?

Do we need to meet every month? Meet every 6 weeks instead? At least for the next meeting since lots of action items with the budget.

The Open Meeting laws were brought up, but we don't need to conform to them, but if we do, we are eligible for state funding. Or do we not conform, and then we don't need to invite the public?

Kim motions we adjust library meetings to every 6 weeks. Gail seconds the motion. No discussion, all are in favor.

*Board Policies, etc....:

Bruce and Shara can put together what there is, and maybe what the library needs. Already Bruce suggested an anti-discrimination policy.

Have more discussion on what the direction of the library is or where it should be.

Nick thinks there is a need for more document control. Create a Procedure?

Nick is motioning to adjourn the meeting and Gail seconds at 7:43pm! Good night!