

**Pope Memorial Library  
Board of Trustees  
Meeting Minutes  
01/23/2023**

1. Call to Order

*Attendees: Bruce Palmer, Gail Calkins, Caroline DeMaio, Barb Hawley, Judi McAlenney, John Blackmore*

*Absent:*

*Others present: Shara McCaffrey, library director*

2. Election of Officers

Chair (Shara to Preside over election of Chair) - *Bruce has been elected for another year.*

Vice Chair -

Treasurer - *John has been elected for another year*

Secretary - *Judi has been elected for another year*

3. Secretary's report (Judi)

Minutes of Meeting on 12/12/2022 - *Approved as is*

4. Treasurer's report -- (John)

Financial position Year end

*Final year end shows a loss. Still working with Diane on where the money is. Bottom line is the library has more expenses than income.*

2023 Budget For Final Approval

*At this point the budget is looking at a loss of \$6K with some expenses for the water damage at the CC. Payroll budget might need to be increased.*

*Report is approved by board*

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

CC Basement -- work to be done February - *arriving Feb. 1st to assess and work will be done the 8th & 9th.*

Community center SE corner brick issue - *Nick was going to look. There is a grant that can be applied toward the investigation.*

Flaking plaster and paint above the fireplace - *inquiry has been sent to Sally Fishburn, but no response yet.*

Flagpole - *no news keeping on the agenda until an idea arises.*

6. Director's Report (Shara)

*Is the donation button working on the website? Not quite yet, might take time for people to get used to seeing it there. Or maybe we can send out donor cards during the year?*

*John B will reach out to Danville Town for a list of new residents and add those to our annual appeal master list. Update annually....*

7. 2023 Fundraising (All)

*Contact Liz about Spirits of VT, with some early needs. Bruce is compiling a list of events (fundraising or not) that we already do at the library. Should we have some raffles again?*

8. New Business (All)

*N/A*

9. Executive session to discuss Director annual review

*Entertain motion to go into executive session. Judi moves and Gail seconds. Shara is stepping out at 7:24pm. Discussion of Shara's year end.*

*John and Gail moved to leave executive session as well as adjourn. All in favor at 7:37pm.*

*Next meeting is on March 13, 2023 at 6pm.*