

Pope Memorial Library  
Board of Trustees  
Meeting Minutes  
11/13/2023

1. **Call to Order:** Bruce called meeting to order at 6:04pm  
Present: Bruce Palmer, John Blackmore, Caroline Demaio, Gail Calkins,  
Judi McAllenney, Kate Bertolini, and Library Director Shara McCaffrey  
Absent: Barb Hawley

2. **Secretary's report** (Caroline)  
No additions or corrections to minutes. All are in favor to approve the report.

3. **Treasurer's report** -- (John)  
Report shows income is over budget. And we're still on track for our budgeted income.  
But adding all the other incomes, it appears we'll have a surplus.  
It's great seeing all the numbers as John is reporting without spending too much time in discussion.

Caroline was asking about the line item for membership and dues. Shara explained it's the library's memberships, not patron memberships.

Essentially, some cash in November has helped, which is in our checking. And the annual appeal will keep us in good shape.

John will email the reports later tonight for our review.

Bruce asked about the 'start up' expense for fundraisers and Shara explained it's the cash she gets for change during the events.

Shara plans to meet more regularly with Diane prior to the board meetings to clear any items up in the treasurer's report.

Shara is hoping to use a different format that follows the Annual State report more closely.

Caroline and Gail have moved and all approved John's report.

#### 4. **Facilities/Building report** (Bruce/John/Shara)

Community Center SE corner brick issue/Flaking plaster and paint above fireplace - follow up at next meeting.

Community Center Roof Inspection -- New Roof needed. Repatching has been done too many times. Cost is \$37050 for replacement. Shara will look into grants through the Vt Humanities Council. New fundraiser? Capital Campaign for roof expense?

Picnic Tables to be built (wait for Spring) - keeping on list so we don't forget!

Flagpole light - John has a solar powered light fixture that isn't working at the moment, lol.

Lights being replaced outside, new LEDs in the children's library. We have rebates too.

Shara has some dehumidifiers for both buildings. Details are in her report.

#### 5. **Director's Report** (Shara)

The state (Dept of Library) is ending our broadband service, and for all libraries. Pope needs to find their own provider, but the state is giving each library \$16K to make this happen. Shara is looking into all our options.

We need to hire a new Children's librarian before next summer when Dee is finished.

All good stuff happening at the library.

Judi and Kate moved to approve the report. All are in favor.

6. **2023 Fundraising** (All)

Christmas event. on Dec. 9th, it's an all family event. Chelsea Hewitt is re-igniting 'Holiday on the Green' as a 'stroll' with dog pictures (for the new dog park) and caroling....more to come. The board feels this event doesn't fully reflect the past HOG in the evenings with all the businesses. We will relay our thoughts to the Chamber (Chelsea).

7. **Old Business**

Governance Issues (Bruce)

Planning for January Meeting -- officer positions Chair, Vice Chair, Secretary, Treasurer *Sounds like all the board members are returning next year.*

Meeting schedule for Rest of 2023 and for 2024 - Bruce proposed Mondays at 6 p.m. on December 18, January 8, February 19, April 1, May 13, June 24, August 5, Sept. 16, October 21, November 25, December 23. *Please review the schedule for any conflicts*

Other items: Library Cleanup: keeping here as a reminder.

Shelving – Use or sell? Sell, depending on how the budget ends up.

Recruitment of new board member? Mary Beattie might not be available now.

8. **New Business:** Shara asked to be closed on 12/23 since that will cover the half day of holiday pay.

9. **Adjourn** : 6:57pm. All are in favor.

Executive session: Performance review discussion. Starts at 6:58pm. Shara has excused herself. Can someone review the self evaluation and write up. Bruce feels he's too close to perform the evaluation since Dee works at the library. Caroline has volunteered to take over and conduct the evaluation for Shara and Dee. Bruce explained last year's process to the board.

John and Kate motion to adjourn at 7:04 from executive session.

Next meeting is Dec. 18th