

Starksboro Public Library Board of Trustees Meeting Minutes

Monday, January. 13th, 2024 | 4:30 - 6:30 pm

Trustees in Attendance in person or by Zoom	Katie Antos-Ketcham, Leah Hamilton, Jake Mendell, Christa Finnern, Emily Fisher, and Cathy Townsend.
Others in Attendance	NA
1. Call to Order	The meeting was called to order at 4:58 pm.
2. Opening	
3. Approval of November Minutes	The December minutes were approved. Katie made a motion to approve and Jake seconded the motion, the minutes were approved unanimously.
4. Librarian's Report 5. Budget	<ol style="list-style-type: none">1. Statistics2. Library operations <p>Major Maintenance line item in Town budget of \$2,000 for the 24/25 FY Annual Report. Katie clarified that this line item was for the septic,m but some confusion remains as the septic was done in the 23/24 FY. Could be for construction plans for the library emergency exit, but the fire marshall gave the library different directions.</p> <p>Snow shoveling: There is a budget line item, Amy asked Cathy to keep track of how many times the library shovels, Amy is getting paid extra for snow shoveling. Cathy could track and submit these hours for payment.</p>

	<p>There is a snow blower, Cathy has asked for someone from the town to help her figure out how to use it.</p> <p>Cleaner: Former Town Administrator told the Library that to hire a cleaner we had to ensure that the cleaner had insurance. Cathy recently learned that the town has hired a cleaner that does not have insurance.</p> <p>Katie will follow up with the Town about this discrepancy and seek clarity.</p> <p>3. Library programming</p> <p>5 Town Arts scheduled event at Library. She was not notified of this event to request the space. Cathy added event to calendar after she heard about it.</p> <p>Cathy shared that despite many different forms of sharing event information and marketing of different activities, people are not getting the information through these venues. Directors shared different ideas, sharing at MARS meeting for Robinson, calendar of events, printout of calendar for patrons to take home.</p>
<p>6. Current Business:</p>	<p>6. New board member search (4:55-5:00)</p> <p>Welcome Emily!</p>

Christa has spoken with someone and will follow up with them. Jake may follow up with an interested individual.

7. 25-26 Budget Overview (5:00-5:20)

What is the \$413 in the “donations” line item? Cathy and Leah unsure, will follow up with this.

Considerations of having an appeal for donations, maybe during “Library Week” in April.

A fundraising event would need to be run by the Trustees 25/26 Annual Report for Town Meeting.

Trustees reviewed the printout that will go in the 26/2. Leah clarified the distinction of Total Expenditures vs expenses - appropriation, and expenses - grants.

Website Edits:

Cathy met with the Town web administrator, she has outline, they want images, Leah happy to help Cathy put together the website if the town can create the pages.

8. Personnel policy review, review 1-21, continue from Section 22-end (5:20-6:30)

Trustees reviewed sections 22-33

	Katie will draft addendum per notes to add to Personnel Policy, to review with Leah and present at February meeting.
6. Adjournment	6:35 Adjourned
Upcoming Meetings	February 10, 2025 (MOU, Prep for Town Meeting, ideas for fundraising) March 10 (ideas for fundraising) (regular meeting)

Respectfully submitted,
Christa Finnern