

Starksboro Public Library Board of Trustees Meeting Minutes
Monday, May 12th, 2025 | 4:30 - 6:30 pm

Trustees in Attendance in person or by Zoom	Katie Antos-Ketcham, Christa Finnern, Emily Fisher
Others in Attendance	Cathy Townsend, Ellen Yount
1. Call to Order	The meeting was called to order at 4:41 pm.
2. Opening	
3. Approval of November Minutes	The April minutes were approved. Katie made a motion to approve and Emily seconded the motion, the minutes were approved unanimously.
4. Librarian's Report	<p>April Vacation Days! Open every day with games, activities, food, fun crafts, scavenger hunt, grilled food, A lot of work, but good attendance 8-21/day. Parents/grandparents stayed with kids, but older kids' parents were given the option to leave. Advertised via FPF, posters around town, Robinson is not currently allowing papers to go home in folders... Katie will follow-up with teachers on READ committee at tomorrow's meeting to clarify.</p> <p>Cathy attended a legal meeting via Zoom regarding periodicals/books that were left to the library that the library is not interested in receiving in. We do not currently have capacity/need for these materials. The size/details of the collection are still ambiguous. Next steps include possibly contacting a member of the family.</p> <p>Library programming- lots of musical events coming up thanks to grants and the Five Towns</p> <p>Summer hours will start after Memorial Day! We should communicate new hours and potential library closure due to construction simultaneously.</p> <p>Cathy inquired what the pay situation will be for staff when the library closes for construction (potentially a week?). Whose fault is it? Katie's hunch is Cathy's salary should</p>

	<p>not be impacted. Wondering are there outside jobs that could be worked on (i.e. job descriptions, etc. that are challenging to tackle when the library is open) Currently Cathy works 18.5 hrs/week and Marty works 8.5 Katie recommends Marty continue to be paid, and that Cathy suggest work she could do.</p> <p>Programming Cont'd- ELP & SPL connection has been really positive! Ellen asked about programming for people who have aged out of elementary school... seems like when families age out of Robinson they are less engaged with the library. For example, only one teen regularly comes to use the teen room... in the past there was a grant for high schoolers to lead book groups. Volunteer jobs for after school? Idea of having a young adult on the board of trustees was posed, or in an advisory role, or a focus group for programming ideas: what do you think would bring teens into the library?</p>
<p>5. Current Business:</p>	<p>1. Board Recruitment Christa brought Ellen to the meeting! We reviewed the process of getting on board officially via selectboard approval.</p> <p>2. Town Hall Accessibility Committee report Grant for \$10,000 from the American Library Association arrived today. Association for Rural and Small Libraries awarded us \$15,000 for landscape design/slope/surface from parking lot through the door. Big thanks to Monkton for sharing intel on this process/their experience. Construction of the lift is underway. Architect has drawn plans for second egress stairs and budget is in process. What do we need to finish out this project? HVAC (heat & AC upstairs), second egress off backside, fire/safety needs, etc.</p> <p>3. Fundraising Wanting to be conscientious of the vote/tax increase for Jerusalem Schoolhouse renovation projects...First step could be creating a list of the "Friends of the SPL." Could we make a wishlist/registry/sponsor a book/populate this shelf patrons can self-select from... At</p>

Robinson there was a wishlist tree and families could take it off the tree and purchase it for the teacher. 100 Most Wanted list... QR code to Venmo where Cathy can purchase new books from this fund. Shelf space is an issue in terms of trading out old books for new ones. Adopt an author idea--Cathy feels this is not that helpful. Donations could be for programming, too, not just physical books. Our goal is to develop a culture of fundraising: give and give regularly (every year/six months) to a general fund. Develop a Friends list before an ask, then do a coffee/dessert event...bring a friend!

**Erin Buckwalter has offered her support/expertise with grant writing and/or building a "Friends of the SPL" resource

Task List:

1. QR code at book check-out desk for the summer as a trial (clever, cute message about donation amounts and scope they would provide). Donation jar at some of the summer events/concerts
2. Fall/back to school coffee/dessert event to join Friends of the SPL, state of the library report, open house? (board event as opposed to staff event) or could be a March event where we announce/invite
3. Year-end fundraising letter/general appeal (Giving Tuesday is November, Library Month is April)
4. Use the new elevator as an unveiling (Town wants us to wait for the full project to be complete)

Katie will reach out to the Jerusalem Schoolhouse renovation committee to touch base on a potential events calendar trying to ensure that events aren't conflicting/overlapping. Initial fundraising strategy--try to make better friends with our already existing friends, so we can be gentle/conscientious/sensitive. Hold off on general appeal to the community until Fall?

Cathy will make a small poster with the Donation QR code for book check-out

Cathy will send out a sign-up genius for which trustees will "host"

November--send an appeal letter

Town Meeting

March-- Open House

April (National Library Week) -- appeal letter? Thanks community for support, giving will allow us to do more! Our budget is tight, town wants us to be frugal. Gratitude + Ask.

Recognizes the essential role of libraries in small communities, points of view, without being political. Attendance is up!

DRAFT LANGUAGE (for general appeal to community):

We are grateful for the community's ongoing support. Visits to the library last month exceeded 400 people!

While the 2024-2025 Starksboro Public Library budget is funded and secure, this is a great time to show your commitment to your local library by donating.

Given the current climate toward libraries, and uncertainty in funding, community members may want to be aware of how those changes could impact our library in Starksboro.

Hoping to add to the already generous support of the town and continue to provide exceptional programming and access to new materials.

4. Draft MOU proposal for SPL and Town

Summary: Due to turnover of town office employees, library board, and library staff agreements were not well documented. Selectboard has invited us to make a clear MOU we can both agree to regarding physical facility/building, shared fiduciary responsibilities including HR, open meeting law, documented list of frustrations with the goal of clarity and healthy working relationships. We lean heavily on Cathy's input and Leah's expertise.

Trustees' Homework: Katie will reshare our draft and we need to identify how specific the missing clarity is, we need to add sub-questions. For now, Katie will assign a name to each section for review (Cathy & Leah assigned to treasurer content). Human resources-- Ellen Facilities-- Christa. Katie will share the file with Ellen.

	<p>5. Determine summer Board meeting schedule Typically the board takes one month off in the summer. Something to consider... Emily will likely miss July due to newborn Christa can't make August (July 21-Aug 18) Ellen away first two weeks of August Unsure of Leah's schedule/preferences. Katie will reach out to her. Katie seems flexible potentially July 14 was posed as a potential date, and then the board takes August off.</p>
<p>6. Adjournment</p>	<p>6:22 Meeting Adjourned</p>
<p>Upcoming Meetings</p>	<p>June 9, 2025</p>

Respectfully submitted,
Emily Fisher