

**Starksboro Public Library Board of Trustees Meeting Minutes**  
**Monday, June 9, 2025 | 4:30 - 6:30 pm**

<b>Trustees in Attendance in person or by Zoom</b>	Katie Antos-Ketcham, Christa Finnern, Emily Fisher, Leah Hamilton
<b>Others in Attendance</b>	Cathy Townsend
<b>1. Call to Order</b>	The meeting was called to order at 4:44 pm.
<b>2. Approval of Minutes</b>	The May minutes were approved. Leah made a motion to approve and Emily seconded the motion, the minutes were approved unanimously. The board noticed a question mark around Marty's average weekly hours and the board agreed to edit from 7.5 to 8.5.
<b>3. Librarian's Report</b>	<p><b>Statistics</b>  Visits to the library are huge (443) even despite construction  Charlie Girl is a draw, preschool visit day, and evening events.  Less people coming on rainy Saturdays.</p> <p><b>Operations/Budget</b>  Marty's raise had not been applied to her paycheck since January. Quite a bit of thorough follow-through has been needed. Cathy will proactively check everyone's hours/checks for discrepancies from now on. Cathy will have a pay increase before the start of the new fiscal year. Discussion of anniversary of hire vs. timing of fiscal year.  *Katie follow-up: listen to Selectboard Meeting discussion of this  It is unclear how much vacation time/hours Cathy has accrued at this point... The Town is working on it...  June Budget numbers are the same as from May--nothing has changed... Cathy is turning everything/invoices weekly to The Town. Delays are due to Town workers being on various vacations. We will be clarifying these procedures in our MOU.  March 2024 there was a \$20,000 grant...seems the math is not adding up for that line item, there are unanswered questions. The Board agrees addressing these concerns in person is most helpful/efficient. This money was used as a down payment for the lift project.  \$20,279.50 under Equip. Maint. &amp; Repairs should be moved/tagged differently to clarify it as a sub-category for a specific grant. Leah recommends if we have big grants, that there be clearly labeled sub-categories. General grants = unrestricted. Sub categories = restricted. The Board should decide on these grant categories: name of the grant=name of the category in the budget.</p>

	<p>Proposed Restricted Grant sub category names:          -ALA Lift (20k)          -Starksboro Municipal ARPA          -ARPA Funds Library          -Vermont Arts Council          -ALA Accessibility (10k)          -ARSL Accessibility</p> <p>Leah questioned the -\$30 in books &amp; material grants--Cathy sold a few books to other libraries</p> <p>Cathy will send the transaction detail report document she received to Leah and Leah will figure out what needs to be amended. Two lines need to be fixed. Leah will follow-up with Ali and explain what we need for line items/coding changes. Katie acknowledged this work will be helpful in setting up efficient systems going forward.</p> <p><b>Programming</b>          CLIF event--coming to read and give away free books. No date set yet...          Book Wagon will be on Thursdays this summer (when the library will be open &amp; some events/programs are happening at the library!          Cathy will make a black &amp; white flyer for summer events</p> <p>**Reminder to all board members to sign up to be present at summer concerts. Please respond to the <a href="#">Sign Up Genius</a> Cathy sent out!          Still looking for Trustee volunteers for: 6/19, 6/21, 7/27, 8/21</p>
<p><b>4. Current Business:</b></p>	<p><b>1. MOU Proposal - edits</b>          Ellen's point: no hiring details.          We need to clarify that The Board hires the director.          Could quote our by-laws which outline this. Hiring director will hire/evaluate other staff/volunteers.          Looked at volunteer agreement. All volunteers need to sign. A line for printed name needs to be added. Leah/Katie edited as we discussed. Added emergency contact.</p>

	<p>Does everyone in The Town get a raise/vacation dates bump at the start of the new fiscal year (July)? That's what we have budgeted for... discussion on whether we should align all this for consistency. Cathy is unclear on whether her vacation/sick time rolls over or disappears. Big question for the town: do you accrue two weeks of vacation? If so, how long does it take to accrue? Or is that a given on hire?</p> <p>So far, it seems Cathy has not received any paid vacation yet...</p> <p>Bereavement leave will be added to Cathy's contract.</p> <p>Decision made to calculate Cathy's vacation and sick time based on 32 hour work week, Vacation by accrual</p> <p>Need to update payroll system for Marty and Cathy to include vacation and sick time accrual for FY 24-25</p> <p>The finance committee will listen to the SB minutes (5.30.25) personnel discussion</p> <p><b>2. Town Hall Accessibility Committee Report</b></p> <p>Katie is working on an RFP for front entrance work</p> <p>Katie talked to Amanda about applying with the Town from the Vermont Community Development Program</p>
<b>6. Adjournment</b>	The meeting was adjourned at 6:30 PM.
<b>Upcoming Meetings</b>	July 14, 2025

Respectfully submitted,  
Emily Fisher