

Starksboro Public Library Board of Trustees Meeting Minutes
Monday, September 15, 2025 | 4:30 - 6:30 pm

Trustees in Attendance in person or by Zoom	Katie Antos-Ketcham, Emily Fisher, Ellen Yount, and Christa Finnern (5:30) Absent: Leah Hamilton
Others in Attendance	Cathy Townsend
1. Call to Order	The meeting was called to order at 4:40 pm.
2. Approval of Minutes	The July minutes were approved. Ellen made a motion to approve and Katie seconded the motion, the minutes were approved unanimously.
3. Librarian's Report	<p>Statistics Library visits are down in Starksboro and the country due to technology/phones/AI Attendance up, but circulation down Very challenging to get new/current audiobooks on Libby due to long waits</p> <p>Operations/Budget Cathy will change furnace filters annually in September</p> <p>Programming Christa and maybe Ellen will represent the library on Thursday at the concert (Caleb Elder) Summer concerts are something we should consistently offer each summer, Thursdays are a good choice!</p>
4. Current Business:	<ol style="list-style-type: none"> 1. Town Hall Accessibility project update Phase 1: Vertical lift: The construction company is supposed to come back to finish the final bits, perhaps some things are outside of scope...i.e. Bathroom fan (needs an electrician), doorknobs (3), light outside on the sign. Katie's understanding is that the Town will pay for this. This should be a conversation between Cathy & Amanda. Historically, the Town has dealt with these sorts of issues. Katie & Susan are working on the final VT Arts Council grant report.

Need to clarify whether the local architect's work was donated or needs to be paid.

Phase 2: Entrance. We have \$30,000 in grant monies to pay for a landscape architect design to improve the entrance accessibility. Katie will host a Community Conversation survey at the Harvest Festival, a requirement of the American Library Association grant. We want the community to feel they have some say and to be informed. A request for bids has been crafted, and we have been asked by the Selectboard to hold off until we determine the location of the second egress. The Selectboard agreed at 9/2/25 meeting that the Town needs to speak with neighbors as there is no survey. Someone from the selectboard has volunteered to do this.

Phase 3: Second egress – We are continuing to watch for Senator Leahy's money to support upstairs renovations/updates.

2. Year-end budget review and planning tasks were determined:

- By Oct meeting-- Cathy will clarify line items and create new category names. Cathy will send to Leah in advance of the meeting.
- Oct meeting--clarify values
- Check in on librarians' hourly wages around the state
- Nov meeting-- serious budget work
- By the end of Dec--next year's fiscal ready & one-pager
- Vote on the budget in December

3. Procedure work / Memorandum of Understanding

- a. Invoice procedures: The Town Treasurer reached out to confirm that the invoice procedure of having a board member initial requests may happen on paper or electronically. Recently, Cathy has sent copies of emails to Leah and to the Town Treasurer. Leah approves them over email in a timely manner. The Board agreed it likes both options to help

	<p>ensure timeliness. Christa will follow up with Leah and then will follow up with Ali to confirm procedure.</p> <p>b. Hiring procedures - We would like to have the Town Treasurer continue to take W-2 and I-9 materials from new employees. The Board will complete background checks for future library hires and will train the employees. The question now is whether we need to supply the W-2 and I-9 materials or if the Town will have them. Christa will ask Ali this when she speaks with her about the invoices as well.</p> <p>Action steps:</p> <p>Memorandum of Understanding:</p> <ul style="list-style-type: none"> ● Christa: Talk with Leah, Ali about invoices and Ali about I-9 and W-2 <p>Maintenance:</p> <ul style="list-style-type: none"> ● Cathy: Talk with Amanda about maintenance needs cited above <p>Budget Cycle:</p> <ul style="list-style-type: none"> ● Katie: Research library staff pay, and then share doc with Ellen ● Cathy: Finalize last FY budget, share with Leah, clarify with Ali ● Katie: Ask Koran when SB wants to see SPL Board about budget - starting process in October and continuing work in Nov. <p>*talk about furnace filter re MOU</p>
6. Adjournment	
Upcoming Meetings	October 20, 2025

Respectfully submitted,
Emily Fisher and Katie Antos-Ketcham