

Starksboro Public Library Board of Trustees Meeting Minutes
Monday, October 20,, 2025 | 4:30 - 6:30 pm

Trustees in Attendance in person or by Zoom	Katie Antos-Ketcham, Emily Fisher, Leah Hamilton, and Christa Finnern Absent: Ellen Yount
Others in Attendance	Cathy Townsend
1. Call to Order	The meeting was called to order at 4:40pm.
2. Approval of Minutes	The September minutes were approved. Leah made a motion to approve and Emily seconded the motion, the minutes were approved unanimously.
3. Librarian's Report	<p>Statistics Visits are trending up overall, however Saturdays are slow lately (perhaps due to Fall sports?)... Brainstorming event ideas for Saturdays</p> <p>Operations/Budget</p> <p>Programming Very Merry Theater was a huge hit! Great opportunity to use the upstairs space. Charlie Girl afterschool tends to be popular General reminder/celebration that we are offering a lot of wonderful programs</p>
4. Current Business:	<ol style="list-style-type: none"> 1. Old Business: <ol style="list-style-type: none"> a. Maintenance updates (Cathy) Being connected with an electrician \$2000 in town budget for Library deferred maintenance needs (doorknobs, bathroom fan, etc) Last furnace maintenance was 2021 according to tag on furnace, however that seems possibly too long ago? 2. Procedure work / Memorandum of Understanding update <ol style="list-style-type: none"> a. Invoice procedures (Christa emailed Ali this morning. Once we receive an answer, MOU will be updated.)

b. Hiring procedures (Christa)

c. Personnel files and payroll update (Katie)

Selectboard updated language in town's personnel policy (sick/PTO) and Cathy & Marty initialed at Town Office. Katie will make copies for personnel files.

**Action step: Katie & Christa will update the MOU sections regarding these changes

3. Year-end budget review and planning (5:30-6:30)

a. Reconcile FY 24-25 budget, including new sub-categories (Leah, Cathy)

- Cathy asked questions regarding: heat (only billed in Jan/Feb?), electric, telephone (large bill one month, not reflective of actual costs), propane (we don't have propane). The Town is looking into many of these inquiries.
- Will look into \$3,000 grant for ARPA, town found money never applied to library budget
- It does not make sense to re-name budget categories because it would change them in the past as well.
- Team reviewed Compensation Data docs for similar positions

b. Determine budget goals for FY 26-27 (all)

- Leah will follow up with Town Treasurer for actuals
- Cathy to figure out holiday schedule and increase in hours for 26-27 FY

c. Plan for budget meeting with Selectboard (all)

- Nov 4 or 18 selectboard meeting dates
- It would be beneficial for us to see hourly Town Office employee compensation

4. Fund-raising next steps

5. Review action steps before Nov. meeting

6. Adjournment	
Upcoming Meetings	November 10

**Respectfully submitted,
Emily Fisher and Katie Antos-Ketcham**