

Starksboro Public Library Board of Trustees Meeting Minutes

Monday, October 10, 2024 | 4:30 - 6:30 pm

Trustees in Attendance in person or by Zoom	Katie Antos-Ketcham, Christa Finnern, Leah Hamilton, Jake Mendell (by Zoom) and Catherine Townsend
Others in Attendance	NA
1. Call to Order	The meeting was called to order at 4:40 pm by Katie Antos-Ketcham
2. Opening	Share a book you are reading
3. Approval of November Minutes	Katie made a motion to approve minutes, Christa seconded. Minutes accepted.
4. Review agenda for addition, removal, or adjustment of any items	Add to discussion updates on the web page and annual appeal.
5. Librarian's Report Budget	Statistics September felt quieter, but more busy than last year. New things like bookclub and fiber arts and weekly story time really help with numbers. Storytime averages below 20 and fiber arts 4. Marty is running the next bookclub.

	<p>Library operations</p> <p>Bone Builders struggling with our computer and our cord. New filters are in the furnace, Cathy installed.</p> <p>Library programming</p> <p>Katie asked if any programming needs are coming up? Cathy shared that Library pumpkin carving is the same day as trunk or treat, 11-1 but can be extended if people come later. Trunk or Treat goes until noon.</p>
<p>6. New Business</p>	<p>New Website Update</p> <p>Rebecca was to meet with the web developer on October 15th to share Cathy's outline of web pages. Cathy re-sent original request to Rebecca but we haven't had any follow up since last week. Cathy will follow up with Rebecca to see if meeting happened and what next steps are.</p> <p>Christa will attempt to log in to Wordpress and reset the password, save password details and share with Cathy.</p> <p>New board member search</p>

Katie has spoken with one community member at the Harvest Festival. She indicated she would think about position. Also Katie is hoping to find someone who would participate in the READ committee.

Directors reviewed the Town Annual Meeting Report to see what positions are open and for how many years.

- Katie up for renewal
- Jake up for renewal
- There was a vacancy spot that Christa was voted in for 3 years.
- Laura's position was for 2 years and left after the first year. This position might be appealing for someone who isn't sure about long-term commitment.

Christa asked about leaving a sign in the library office, or Front Porch Forum post. Katie will follow up with the individual and if the answer is no we will pursue additional methods.

Financial report FY 25-26 financial planning

How much we overspent beyond the municipal allocation in FY 23-24 is the most important factor - \$6,110, which includes \$1568.80 of 22-23 payroll errors that were corrected in 23-24. \$2,465.29 of this number can be attributed to grant spending but was not reflected in the accounting

journal entries. An additional \$1,535 can be attributed to two memorial gifts, and the last \$541.31 paid for by donations to the library.

Timeline for FY 25-26 Budgeting -

- Meeting with the Selectboard Nov 6
 - Leah and Katie to finalize FY 23-24
 - Christa to review Addison county statistics
 - Cathy put together Addison and 5-Town library comparison doc, review this for data
 - Cathy to put together statistics to show growth of library and use of library building/resources
 - Jake and Christa to find comparable wage data for library staff
 - Cathy to consider areas for improvement
 - Cathy would like to see the library open more hours. Holiday closings impact hours available. Add to open on Tuesdays when holiday on same week. Shift hours? Change days?
 - Comparison of patron visits from this year vs. last year. Numbers have increased and might help justify supporting additional hours and the budget of library. Can get data for online as well.

	<ul style="list-style-type: none"> ○ Hope to discuss employee compensation in Executive Session. ○ Possible budget increases could be for Starksboro to have more online resources for Libby app, more hours for library director, and more hours for the library to be open ● SPL Board should vote to approve 25-26 Budget on Dec SPL meeting <ul style="list-style-type: none"> ○ Have Finance Committee before Dec meeting to prepare 24-25 figures. Plan is to use November 11th board meeting and December 9th board meetings as budget planning by whole board. Plan to vote on budget at Dec. 9th meeting. ○ Wrap-up reconciled budget for 23-24 ○ Breakdown of salary for 24-25 <p>Staff Compensation Executive Session anticipated per 1 V.S.A. § 313 (a,b) re: personnel contract(s) if needed (6:00 - 6:30)</p> <p>Christa moved to move into Executive Session, Leah seconded.</p>
6. Adjournment	7:00 pm
Upcoming Meetings	Nov 11, Dec. 9

Respectfully submitted,
Leah Hamilton