

## Starksboro Public Library Board of Trustees Meeting Minutes

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

<b>Trustees in Attendance in person or by Zoom</b>	Katie Antos-Ketcham, Christa Finnern,, Jake Mendell, Laura Doyle
<b>Others in Attendance</b>	CathyTownsend, SPL Director
<b>1. Call to Order</b>	The meeting was called to order at 4:30 pm.
<b>2. Opening</b>	Favorite sandwich, favorite summer food
<b>3. Approval of November Minutes</b>	The May 13, 2024 minutes were approved. Jake made a motion to approve and Katie seconded the motion, the minutes were approved unanimously.
<b>4. Librarian's Report</b>  Budget	<ul style="list-style-type: none"><li>*Discussion of story time lower attendance and scheduling during the summer.</li><li>*Cathy requested meeting to discuss contract vs hourly and additional ideas related to story time, budget, day, job description etc (Cathy, Christa, SPL personnel)</li><li>*Discussion of budget line items. New VT .44% payroll tax starting July 1</li><li>*Discussion of Library Building concerns<ul style="list-style-type: none"><li>*Broken window in basement</li><li>*Interior locks on doors to basement, or upstairs</li><li>*Camera at entrance</li><li>*Consider changing lock codes</li><li>*Air conditioning (Cathy to follow up with Rebecca)</li></ul></li></ul>
<b>5. New Business</b>	<ul style="list-style-type: none"><li>*Accessibility project</li><li>*Board Work Plan<ul style="list-style-type: none"><li>* keypad access - who should have access?</li></ul></li></ul>

	<p>*Volunteer release form –Laura (library volunteer release form, Vermont Department of Libraries)</p> <p>* Job Descriptions Library Clerk, Story time, Substitutes –Cathy to initiate Executive Session at 6:00 - 6:15</p> <p>*Jake to look into door punch codes (Tom Estey maybe can help)</p> <p>*Personnel Policy: Section 18: Holiday Leave–Add addendum Library Directory and Library Clerk will receive holiday pay when the holiday falls on a work day.</p>
<p><b>6. Adjournment</b></p>	<p>6:35 pm</p>
<p><b>Upcoming Meetings</b></p>	<p>July 29th, 2024 (regular meeting)</p>

**Respectfully submitted,**  
**Laura Doyle**