

**Starksboro Public Library Board of Trustees Meeting Minutes**

**Monday, July 29, 2024 | 4:30 - 6:30 pm**

<p><b>Trustees in Attendance in person or by Zoom</b></p>	<p>Katie Antos-Ketcham, Christa Finnern, Leah Hamilton, Laura Doyle, Jake Mendell</p>
<p><b>Others in Attendance</b></p>	<p>NA</p>
<p><b>1. Call to Order</b></p>	<p>The meeting was called to order at 4:40 pm.</p>
<p><b>2. Opening</b></p>	<p>High and low of summer</p>
<p><b>3. Approval of November Minutes</b></p>	<p>The June 10, 2024 minutes were approved. Christa made a motion to approve and Leah seconded the motion, the minutes were approved unanimously.</p>
<p><b>4. Librarian's Report</b>  Budget</p>	<p>*Financial Report: EOY report budget overspent \$4561.60 (Leah and Katie to meet with Nancy to discuss, money may come out of gifts and grants)          *Gifts and Grants has \$10,325 – may develop process so money comes directly out of gifts and grants rather than regular budget          *Story Time was allocated to programs but actually came out of personnel          * Personnel payment error due to Catherine's pay discrepancy in 2023          * Grant money for postage courier          * Supplies and Furnishings will be investigated \$1143 over budget          * Some items may require different coding (baby brunch books, etc)          * Finance Committee meeting 7/30 Leah, Katie, and Nancy          *Rebecca Elder last day end of August, new town contact needed          June statistics          *High attendance at Lake Monsters Story Time          * Increased attendance at the library and story times in June</p>

	<p>Story Time Program (update from Christa)</p> <ul style="list-style-type: none"> <li>*Taking summer break for story time until September</li> <li>*Meg has chosen to resign</li> <li>*Open preschool story time on Thursday to the public</li> <li>*Ask Cathy and Marty to determine who frequently attends story time and for input on how to best serve the community</li> <li>*The board is interested in a regular weekend story time if possible</li> <li>*Email List for story time of patrons: discuss with Cathy</li> <li>*Survey for story time: develop email list from survey by request</li> </ul>
<p><b>5. New Business</b></p>	<p>Fire Martial Visit: downstairs rated for 50 people,</p> <ul style="list-style-type: none"> <li>*Visit to evaluate for lift</li> <li>*Add hold down door handle, door should swing in for Exit door by kitchen</li> <li>*Upstairs rated for 106, must have variance for a 24/7 fire alarm system or a sprinkler system is required without the variance</li> <li>*Select Board approved bid for lift with Nationwide</li> <li>*Architect Megan Nedzinski (VT Integrated Architecture) we will ask for help with second mode of egress for upstairs and separate envelopes for fire prevention.</li> </ul> <p>Entrance Discussion</p> <ul style="list-style-type: none"> <li>*Option to order new lock box (Amazon 15.99) or change lock box code</li> <li>*Library belongs to town; work with Select Board to make lock box changes</li> <li>*Request camera from town for the Library entrance</li> <li>*Broken basement window fixed by town</li> </ul> <p>Library Volunteer Form</p> <ul style="list-style-type: none"> <li>*Reviewed and changed, follow up with Cathy</li> </ul>

	<p>Personnel Policy</p> <ul style="list-style-type: none"> <li>*Section 18 Holiday Leave <ul style="list-style-type: none"> <li>*Applies to hours scheduled on a holiday where library is scheduled to be open</li> <li>*Adhering to Town of Starksboro Holiday Leave schedule</li> <li>*Line regarding Holidays falling on Saturday, NA.</li> <li>*Section regarding prorated holiday pay NA.</li> <li>*Add "The Library Director may choose to have the library open on these holidays in order to serve the public and any permanent staff who works these days may use the hours worked as a floating holiday"</li> <li>*Eligible employees: Library Director and clerk (permanent W2 emp)</li> </ul> </li> <li>*Section 19 Vacation <ul style="list-style-type: none"> <li>*Remove selectboard and replace with library</li> <li>*Check with Cathy, –how much notice is needed for scheduling Vacation time? Is one week enough?</li> <li>*Eligible employees: Library Director and clerk (permanent W2 emp)</li> </ul> </li> <li>*Section 20 Sick Leave <ul style="list-style-type: none"> <li>*Eligible employees: Library Director and clerk (permanent W2 emp)</li> </ul> </li> <li>*Section 21 Bereavement Leave <ul style="list-style-type: none"> <li>*Eligible employees: Library Director and clerk (permanent W2 emp)</li> </ul> </li> </ul>
<b>6. Adjournment</b>	6:30 pm
<b>Upcoming Meetings</b>	September 9th, October 14th 2024 (regular meeting)

Respectfully submitted,  
Laura Doyle