

## Starksboro Public Library Board of Trustees Meeting Minutes

Monday, September 9, 2024 | 4:30 - 6:30 pm

<b>Trustees in Attendance in person or by Zoom</b>	Katie Antos-Ketcham, Christa Finnern, Leah Hamilton, Laura Doyle, Catherine Townsend
<b>Others in Attendance</b>	NA
<b>1. Call to Order</b>	The meeting was called to order at 4:40 pm by Christa Finnern
<b>2. Opening</b>	Funny
<b>3. Approval of November Minutes</b>	One correction made per K. Antos-Ketcham request. Katie made motion to accept minutes. Leah seconds. Minutes are accepted.
<b>4. Librarian's Report</b>  Budget	Statistics: *Consider purchasing Libby June due to long waits, Cathy would like to look into. *Interlibrary loans: High numbers in August *New Activities: fiber arts, book club, family sing-a-long, story time, Harvest Festival, Ethan Tapper (November), thinking about pumpkin carving *Story time: Cathy would like to fill in story times with community members and preschool parents "Mystery Guest Readers". Mondays at 10:30 am. *Budget Needs: money may be transferred between programs and other needs *Robinson Book Sale: Project Read (not a librarian obligation) *October 14th: Reschedule Meeting for October 21st *Harvest Fest: October 5th, Library will have a table

**5. New Business**

Website: We can switch our website to the same platform as the town. The website creators for the town can help develop the website format. We would have to pay for the domain but not development. At this time we don't know if we are paying for the current domain (Word Press). Rebecca Elder can connect us with the designer who can help build the website and Cathy can update. Next steps: Leah will reach out to Rebecca to get the ball rolling.

Financial Report: All of June's 2024 payroll got posted in July 2024 and many months of Meg's expenses/pay were included in July.

\*We no longer have a weekly custodial charge, Cathy is looking into a monthly deep clean.

\*We are not hiring a weekly story time person, this is freeing up money for programming.

\*Historical Items: There are a few misc. historical items that Cathy has identified that may need a new home. Cathy will reach out to Cynthia Kling's family to determine if they would like the paintings.

Selectboard Meeting 8/20/24

\*Approved for Amazon blink, the town will purchase and install and we will pay the monthly fee.

\*The Selectboard has a goal of a capital building plan (urgent/deferred/aspirational).

\*Move to MOU

\*The selectboard would like more updates from us.

\*They would like to meet in October to discuss the budget. Cathy prepared a comparison of statistics for the library to other libraries in Addison county as requested.

\*The selectboard requested a list of library maintenance items.

\*The SPL Board meeting October goal is to look at the reconciled 23/24 budget and create a draft budget for 24/25 to meet with the selectboard in late October or early November.

\*The SPL Board Budget Final Draft Internal Deadline: December 2024

#### Town Hall

\*Jeff Dunham Starksboro Architect and will collaborate with William Gallup (help with fire breaks, and help visualize where 2nd egress will be which will require additional grants)

\*September 23rd the lift plans to be reviewed and approved

\*The Vermont Arts council gave us and extension on \$30,000 grant until March 1st

\*Ramp is also needed (Department of Libraries will have money available in 2025 for rural libraries). Could apply through Department of Libraries to complete planning. Cannot have a handicap accessible spot at front of library. Who designs accessibility paths and ramps/structures? Christa may know someone. Katie can post something on the library list serve.

#### Volunteer Form

\*Slight adjustment to language, revision date to be added for 9/9/24.

#### Personnel Policy

\*Library Director/Library Clerk: PT or FT, vs regular employee

\*Would the town consider adding "Library Regular Employee"?

\*May need to add Personnel Policy to top of agenda or have an additional meeting or add another hour meeting.

COLA: When to update.

<b>6. Adjournment</b>	7:00 pm
<b>Upcoming Meetings</b>	October 21st 2024 (regular meeting)

**Respectfully submitted,**

**Laura Doyle**