

Starksboro Public Library Board of Trustees Meeting Minutes

Monday, May 13, 2024 | 4:30 - 6:30 pm

Trustees in Attendance in person or by Zoom	Katie Antos-Ketcham, Christa Finnern, Leah Hamilton, Jake Mendell, Laura Doyle
Others in Attendance	CathyTownsend, SPL Director
1. Call to Order	The meeting was called to order at 4:30 pm.
2. Opening	Where do you live, where were you born, and how long does it take you to get here? Jake does opener in June.
3. Approval of November Minutes	The April 1, 2024 minutes were approved. Christa made a motion to approve and Jake seconded the motion, the minutes were approved unanimously.
4. Librarian's Report Budget	<ul style="list-style-type: none">*Cathy reached out to the Town of Starksboro for status of funds remaining in budget 2023/2024*Cathy requested information about how utility costs and misc charges (Staples, insurance, workman's comp)are assigned to the library*Cathy and Leah discussed acquiring a transaction detail report from Town*Discussion regarding management of petty cash*Vermont Library Association Conference - request to reimburse Marty and Cathy for registration costs. This was approved.* Consider changing Meg to contract and adding story time costs to programming rather than personnel*Noted that we may be over in budget this year due to payroll discrepancies in 2022/2023 (\$1568.80) and training costs.

	<ul style="list-style-type: none"> *Story time attendance varies based on advertising (facebook, fpf). Request that Meg complete the advertising. *New board outside the library is needed (on the list) *Museum Pass list shared (will purchase Shelburne Museum pass in addition to other free museums). Consider other museums next year. *Cathy needs passwords and additional training for library specific applications *The SPL facebook account needs updated and reassigned. *Katie needs password for grant *Misc Observations/Ideas <ul style="list-style-type: none"> * Create printing/copy policy (1st 10 pages free, \$.10/side, \$.25/side color) * Safety - concern about stove location near teen section * Many people have access to the building via key and codes. <ul style="list-style-type: none"> * Currently building is open to public for formally recognized groups (bone builders, girl scouts). Need to clarify the access to building policy * Lack of air conditioning and/or dehumidifier could negatively impact book collection. * Cameras may be helpful for security reasons (affordable at Amazon) * Is wifi 24/7 a good idea? No longer in a state of emergency * Discuss sub rate and contracts * Discuss when raise/cola would be applied
<p>5. New Business</p>	<p>Personnel</p> <ul style="list-style-type: none"> *Set up contracts for all employees that do not have them for 2024/25 (board responsibility) *Sub rates: Submit for July, research needed for good rates (only money potentially books/materials \$500) *Marty's Review December 2024 *Cathy's Review October 2024

	*May 16th planning 6:00 - 7:30 (set up 5:00/5:30)
6. Adjournment	6:45 pm
Upcoming Meetings	June 11, 2024 (regular meeting)

**Respectfully submitted,
Laura Doyle**