

Approved GFL Trustees Minutes
Friday, June 21, 2024
3:00 to 5:25 p.m.

Attending: Mimi Benedict, Paula Davidson, Shelly Jungswirth, Jennifer Lucas, Beth Meachem, John Miller, Sharon Putney, Carol Reynolds, Fan Watkinson;

Absent: Brenden Beer

Meeting called to order at 3:36 p.m.

Minutes: Mimi moved to approve the May minutes as distributed. Beth seconded. Motion carried.

Programs and Librarian: Paula

Paula has been asked to do an article on summer programs at the library for Hardwick Gazette.

NAMI (the National Alliance on Mental Illness) will be speaking with a focus on mental health next Tuesday, June 25, at 5:30 p.m. All are encouraged to participate.

Carol has offered to do summer story time at the Four Seasons of Early Learning in Greensboro Bend

Summer programs for children begin Thursday, June 27, with Emily.

Paper "Passport" booklets for kids have been created and are to be stamped when they visit any of six different local libraries.

98% newsletters delivered via internet, 19 bounced, 620 were opened.

There are 500 cards left to use for thank you notes.

New design and card by Maggie for "thank you for donations;" currently just to use online. We need to add name of donor and the amount of donation.

Paula will have Maggie see about creating a hard copy of this thank you note.

A bookmark has been created with summer and winter hours listed.

Maggie will start working on revamping GFL website next week on WordPress with Mary Metcalf.

Treasurer's Report: Jennifer

Jennifer said 8 recent donations from current Newsletter = \$1400 donations; six were \$100 or over.

We have not budgeted for another employee. Do we want to exceed subsidized intern hours if the work is needed and outside of librarian and assistant librarian's work? Paula will discuss with Maggie.

No bills yet for printing the newsletters; estimated to be about \$260 for printing and postage.

Jennifer states that, for Donations, we are behind where we were last year and almost on budget. December Donations makes up the difference.

Overall, we are better than budget mostly due to grants.

We have sufficient reserves but will have big expenditures this month for logo, tax prep, fuel Pre-Buy, additional employees, and furniture.

Governance issues:

From reviewing our tax return, Jennifer brought up the question Conflict of Interest policy and how we monitor and enforce it. Our Policies and Procedures outlines Ethics, Guiding Principles and Procedures, but not monitoring.

It was decided that we will ask the question at the beginning of every monthly meeting, "Does anyone have a conflict of interest?"

Do we have a whistle blower policy? It's not required to have one but should we have one?

Sharon suggested that the HR committee amend the handbook to include this terminology;

Jennifer also asked if we have a document retention and destruction policy. John will research the VT Dept of Libraries' policy.

Newsletter: Fan

Feedback on the online newsletter: we can resend to those who have not opened the newsletter; can hopefully get feedback on articles, too.

Suggestion made for follow-up email in August but not supported by all.

Fan stated that there is opportunity to streamline spreadsheet lists further by consolidating multiple names at the same address. Ultimately a fundraising data base like Greenlight could be helpful.

Funky Fourth:

Saturday, July 6, outdoor book sale canceled, and Carol suggested a book sale under the tent at another date and time. Cannot do 13th as it is Craftsbury book sale.

On July 6th the book sale, we will have the in house book sale as usual. Mary Metcalf has the morning (10-12) shift. Emily and John Miller will also be at the library on the July 6th.

Travis (Carol's son) will set up his maple cotton candy machine from 9:00 a.m. to noon on Saturday, July 6. He will charge \$4 each, and has offered to donate proceeds to the library.

It was suggested to have newsletters at Travis's cart or list of current events for people to pick up.

Put something in FPF about cotton candy and book sale. (who?)

Human Resources: Paula

There will be coverage by two librarians everyday this summer with Tuesdays having all three employees. Saturdays will be covered by one librarian and one volunteer during the summer. Saturday coverage will be evaluated thereafter.

Maintenance Report: Beth

Beth – Front garden planted with plants donated by Lynette Courtney of Lynette's Native Plants, etc. and Brendan Beer of Wilson Farm.

Beth is authorized to buy mulch.

Beth would like to have a sign to identify plants: could Maggie create and laminate page like the story walk signs and say who donated them? Paula will ask.

Work Completed:

Energy assessment done second phase.

Gutters are up and working; no longer leaking into the basement.

Meeting Room completed and furniture ordered.

MERP (Municipal Energy Resilience Assessment) representative visited and worked with Beth on application for grant to discuss the priority list based on the assessment report.

The top issues to address: basement to be foamed for \$4400 which cannot be reimbursed if done before grant approval. Decided to wait and build into the grant).

Ventilation in the building, get heat pumps back area and upstairs.

Answer question: What can be done with existing boilers to reduce usage?

Perhaps the boilers become the backup source to heat pumps.

Questions about solar panels and window replacements (Efficiency Vermont does not support window replacement.).

Solar panels will be an ongoing discussion with our MERP rep as we move into writing the grant.

While replacing windows are not considered a high priority in the area of weatherization our MERP rep will be pushing for this to be included/accepted in the grant.

An outdoor water sprocket is needed for watering plants and for kids programs out back, cost is \$250 for plumber. Jennifer gave the go ahead.

Beth said she would like to see funding for a maintenance person built into the budget.

Beth has final architectural blueprint of Maker Space. Will share for July meeting.

Friends of the Library (FOL): Fan

Members of the FOL recently met. It sees itself as a committee of the Board of Trustees; not seen as separate entity.

Paula hopes FOL will help recruit new volunteers as they meet new people in town.

Since it is difficult to organize events that raise large sums of money, most events will be for marketing or expressing gratitude with most fundraising on a more personal level. Brendan offered their venue at Wilson Farm for an event should that happen (maybe with a food truck).

S:55

John Miller spoke to a new law passed by the senate, S:55, and the requirements of GFL Board of Trustees – policy statute states the public must have access to meeting which expands the necessity of recording and keeping audio of meetings for 30 to 60 days.

John suggested we make it as simple as possible, have the recording done on Zoom and have it available on our website or in the cloud where they can be accessed. advisory committees do not need to record their meetings.

The law states there will be a mandatory training for town officials including one of us sometime within the next year.

Sharon moved to adjourn at 5:25. Jennifer seconded. The motion carried.

Respectfully submitted,

Mimi Benedict

June 24, 2024