

GFL Trustees Minutes
Friday, August 16, 2024
3:30 to 5:30 p.m.

Present: Brenden Beer, Mimi Benedict, Paula Davidson, Shelly Jungwirth, Jennifer Lucas, Beth Meachem, John Miller, Sharon Putney, Fan Watkinson,
Absent: Carol Reynolds

Meeting called to order at 3:30 p.m.

Motion to accept July minutes by Fan, 2nd by Mimi.

Revisited conflict of interest. Jennifer has sent a 15 page document listing all vendors used by the library. The list includes anyone from whom the library has purchased as well as anyone who has been reimbursed by the library. Trustees are requested to report each month at our monthly board meeting, anyone with whom they had contact in order to satisfy our Conflict of Interest policy.

Librarian /Programing Report

8 people signed up for painting class this weekend with Lynn Holbein.

Mowing to be done every two weeks (change from every week).

Walk to See, book by Linda Ekland, Friday August 23 Fellowship Hall

GFL Art Loan Agreement changes; the check for a purchase is to be made out to the artist, including the price of item plus sales tax. All checks will be kept by the library until the end of the show. The artist then pays 15% to GFL and the artist is responsible for paying sales tax. Jennifer made a motion to accept the changes to this artist agreement. All agreed. Paula will make changes and send them out to trustees. A suggestion and discussion was brought up about filling out receipts for sold art items to keep track of sales.

Paula will review Bianca's 90 day performance the last week in August. The HR Committee will discuss the review the first week in September.

Women's Healthy Aging, Sept. 10, 5:45 to 8:00 p.m.. Some GFL board members will be providing contributions for dinner at 5:45.

GFL Outdoor sign

Fan reported on the costs of a new sign with the new logo. Vinyl signage will go over the current sign. It was decided to have the sign maker make the decision, to have the GFL words on two lines or three. It was decided to keep the current sign listing library hours.

Friends of the Library (FOL) Will meet in Sept. to discuss next steps with accessibility, fundraising support and any other initiatives. Confirmed that FOL is a Standing Committee of the Board per the ByLaws.

Financial report: Jennifer

Reserves down for July and August as expected..

Concerned about decreased donations. Beth suggested creating a Donation collection box for the library/events. It would include the library logo, donation envelopes and something like “ Suggested donations for our programs.”

Jennifer spoke with the town Treasurer and learned we may expect the Appropriations check from the town mid to late October.

Unspent grant funds make the finances look stronger than they are. December is important for donations, send out requests at the end of October.

Maintenance: Beth/Brenden

Brendan will move mulch to the back of the building anticipating snow removal.

Beth would like feedback on getting a quote from a contractor on architects drawings.

Input from staff: Paula feels it is not the time to push this project. Biggest issue for the library right now continues to be safe access. Paula will talk with several other libraries who are doing library projects.

Revisit this topic in September.

Beth also reminded trustees of the current parking restraints. The library is challenged with a restrictive footprint which does not allow for parking expansion.

An engineer is needed if we are to study improved accessibility.

Paula and Beth have made calls looking for an on-call handyman. No responses at this time

Other business:

Summer hours end Labor Day.

Motion to adjourn at 4:50 by Jennifer and all approved

Next Meeting: Friday, September 20th

Minutes by Mimi Benedict

Reports

August Librarian's Report 2024

Programs: Our 9 July adult programs were attended by 121 people. We've ended up with several August programs and it will be interesting to see if attendance remains strong through August. Programs remaining this month are Lynn's watercolor class on Sunday 8/18, Kathy Elkind's talk on her walking book on Friday 9/23, and Lynnette Courtney talking about native plants on Monday 8/26. On September 12, Renee Rossi will present a 2-hour workshop on healthy aging for women, preceded by a free dinner (thank you to those contributing nibbles).

Grants: I added a sheet to my Google Sheets Grants document that provides an update for 2024 so far. Find it here: [Grants Update](#). Our E-rate grant finally came through, with a 90% discount on our Internet. I will be attending the ARSL conference in MA Sept. 11-14 and a scholarship will cover my expenses, but I will have to figure out how to account for the extra work hours involved. I will apply for Vermont Reads books for a November discussion.

Art Gallery: Nancy Schade of Hardwick is our September artist, Dick Foster is exhibiting in October and I believe Elinor Osborne will be our November artist.

Staffing: Staff members have been rotating through on Saturdays, with Bianca working 2 and Emily and I each working one. I don't plan to have any staff work Saturday, August 31st as that is Labor Day weekend. I will report on our experiences in September so we can assess the need going forward. Emily and I will both be away September 12-14, so will be looking for volunteers to help Bianca those days. My mother and brother are visiting 9/16-26 so I hope to take some time off then.

Building: This summer's extended heat has underscored the library's need for better cooling options. I have spent a lot of time managing windows, fans and the small AC unit upstairs (which cannot keep up with the room). Hopefully the MERP grant can cover better windows in the ell and heat pump AC units upstairs. The vinyl shades on the town side of the ell often fail now, so we should replace those if we can't get new windows. The electricity use was higher than ever in July, between the dehumidifier and the AC and fans.

The new meeting room has been appreciated by patrons. So far there hasn't been a need for a sign-up sheet, but I have booked some meetings there on our calendar.

Mowing has been going well, on a weekly basis. If we need to save money, I can request they mow less frequently in the fall. Lynnette Courtney offered to deadhead flowers in our pollinator garden (when she makes it here!).

I put out a request for a donated refrigerator, after a week with lots of donated cucumbers, but was only offered a full-size refrigerator (we don't have space for that now). We might be better off buying a new energy-efficient refrigerator. The costs I saw were \$200-\$400.

Circulation = VERSO Circ. + E-books + Kanopy plays. ILL, DVD and Magazine statistics are included in VERSO circulation.

Bianca's Assistant Librarian Report

As of this writing:

-I have requested 36 items through interlibrary loan and I have supplied 9 items to other libraries.

-I have added 12 new patrons to our system (or the librarian on duty does this). I also send them a welcome email with relevant information, and add their information to mailchimp and programs email lists, if applicable.

Every month I send Mary a list of all new titles that we receive to update the website. I send this after cataloging and completing the physical processing of books. I have probably added about 50 new items so far this month (tracking isn't exact since I don't send older titles or periodicals that we add to Mary). I also cataloged and added two passes to our collection for the Craftsbury Chamber Players concerts for patrons to check out.

I ran a report on the most popular adult nonfiction titles to circulate in our library in the last 4 years; cookbooks make up a third of the most popular titles. Other popular themes in this aspect include wonder and science, vulnerability and rest, forest and indigenous wisdom, athleticism and recovery, and psychedelics and mind expansion. I have compiled several lists of suggestions for books to be added to the collection meeting these parameters. I also ran several similar reports for Emily so she can see what titles are most popular.

I also compiled a list of award winning fiction and nonfiction titles as suggestions for Paula to see if she'd like to add them to the collection. I sent Emily a few suggestions as well.

I have applied and been accepted for the [Certificate of Public Librarianship](#) program. From their webpage: "[the program] is directed by the Vermont Department of Libraries. Its purpose is to help library staff grow professionally, and to help libraries meet the Minimum Standards for Vermont Public Libraries." It is free continuing education. I will begin earning credits soon.

For free produce, this month we have given away golden and white cauliflower, broccoli, cucumbers, and summer squash so far. I have also handed out cheese. Patrons are generally super excited and grateful for these freebies!

Emily's Youth Services Report

This has been a wonderful and busy summer!

We celebrated reading this past Thursday with a story, ice cream from Kingdom Creamery, prizes (some of them donated from Whistle Emporium in Hardwick), free books, and reading to Daisy the dog. 16 kids and 15 adults attended.

It has been fun to have so many grandparents bringing their grandchildren to the library. Singing in the Rain attracted 4 kids and 4 adults and while the tech part was difficult we figured it out and everyone was happy and enjoyed watching the film and eating snacks together.

The Greensboro Fire Department came with a truck, all their gear and 3 firefighters to delight children and families. Carol Reynolds read the book Lou by Breanna Carzoo to 14 kids and 12 adults. The fire fighters invited families to explore the fire truck and try on their gear. Vanessa from the Hardwick Gazette was here taking photos and hopefully one of them made it into the paper.

Thank you also to Carol for reading to the daycare all summer! They loved it!

I have heard happy comments about every aspect of the library and am grateful we can provide so many wonderful services to the public.

This month so far we have served 74 kids and 68 adults for programming.

Treasurer Report; Jennifer Lucas

The Operating Reserve target for 2024 is \$61.2k. Our reserves stood at \$93.7k at the end of July, down about \$8k as expected. No fund

investments were made or sold in July. Cash reserves remain sufficient to position us well for the next 2-3 months of cash drains and

capital expenditures, especially Aug with the additional summer hours, lots of summer programs and furniture purchases for the meeting

room.

ASSETS:

Bank Accounts: Target balances are between \$5-\$12k since most of our liquidity is now in T-Bills, CDs and Vanguard Money Market

accounts. Balance in all bank accounts was \$4.3k .

Other Current Assets: Pre-Buy contract was signed and paid in June for about \$3400 at a rate of \$3.02/gal vs the \$3.16 of our last

contract.

Accounts Receivable: UVM reimbursement for payroll costs of summer intern is now due.

Both 2024 appropriation requests, approved at March 5 town meetings, will be booked later in the year.

Vanguard Unrestricted: One T-Bill matured in July. One CD at 5.2% maturing at the end of Nov, was purchased. 1 T-Bill and 5 CDs

remain, each about \$10k, maturing monthly through Nov. Unrealized gain on other fund investments was \$12.5k YTD, an increase of \$5k

from last month.

Vanguard Endowment: Unrealized gain YTD was \$31.2k, an increase of \$9k from last month.

EQUITY:

Endowment Funds: All 7 Endowment Funds equity totals \$386.6k after year-end adjustments, which include unrealized gains, donations,

and endowment income less 4% transfer to Unrestricted.

Temporarily Restricted Funds: The income and expense of 14 Temporarily Restricted Funds in 2024 appears on the Income Statement.

Accounting for each separate Fund occurs by separate spreadsheet and is reviewed by Paula regularly. The combined value of the Funds

is \$12.5k and will remain there until after year end adjustments when the P&L figures will be incorporated into each fund.

Unrestricted Funds: Combined into Unrestricted Funds are all the Board designated funds carved out of prior Retained Earnings.

Together with Retained Earnings and Net Revenue, they represent all equity not otherwise restricted, \$707.5k at the beginning of the year.

Unrealized G/L on Equity-This figure is incorporated into the Endowment and Unrestricted equities balances at year end. Together with T-

Bill accretion, and gains in investment funds, the balance is \$43.9k, an increase of \$13.7k from last month.

The Form 990 tax return categorizes Net Assets with Donor Restrictions as the sum of Endowment Equity funds and Temporarily

Restricted Funds. Net Assets without Donor Restrictions includes Net Revenue, Retained Earnings, Unrealized G/L and all of our

Unrestricted Funds (Operating Reserve, Back Office, Reserve Fund, Reserve Fund for Deferred Maintenance).