

GFL Trustees Minutes
Friday, December 20, 2024
3:30 p.m. to 5:30 p.m.

Present: Paula Davidson, Shelly Jungwirth, Beth Meachem, John Miller, Sharon Putney, Carol Reynolds, Fan Watkinson,

Zoom: Brenden Beer, Mimi Benedict, Jennifer Lucas

Meeting called to order at 3:35 p.m.

Motion to accept November minutes accepted by all

Revisited conflict of interest. No conflicts reported.

Chair: General Business – Shelly Jungwirth

- Paula's resignation, review and basic information
Ad placed in Barton News, FPF, Hardwick Gazette.
- Shelly presented a motion to increase the number of Trustees - have co-teams for the six committees; perhaps the alternates become full members
Sharon suggests the librarian having more responsibilities and get feedback from Paula before transition; Jennifer suggests the librarian position would then need to be more than 25 hour/week; Paula agreed.
Would need to amend the bylaws if increasing members on board (go from 6 to 9) electing for a three-year term. Table this conversation until January 2025. Fan suggests a google doc into which we can all put our ideas. No motion carried at this time.
- Summer hours – Is the library open more often than needed? Eliminate days?
No decision made

Jennifer: Employee Handbook

- Discussed changes to the employee handbook; discuss with staff.
- Reduced sick leave and put hours into Paid Time Off (PTO)
- Other changes currently in red in handbook; final version to be sent to Trustees and Paula, who will provide each employee with a copy.

Treasurer/Finance: Monthly Report – Jennifer

- Donor status as of mid-December — Behind \$25,000
We have been behind all along in donations compared to last year.
We have about ten new donors
- Stannard appropriations — Did Town vote to raise from \$400 to \$500? Carol will clarify.
- See financial report

Human Resources: Carol Reynolds

- HR met today with Paula about her review and resignation; Paula will work with us through the transition.
- Paula states she has not had time to do things she might have liked to do.
How can we change Bianca's role to distribute tasks more evenly.
- One resume received so far

Librarian /Programming Report: Paula

- Two things to add to report: fireplace would not turn on, Ken Johnston putting in time to figure it out.
- An email about NEK Broadband should be coming in January, thinking higher bandwidth for less money;
- All employees taking time off over holidays though hours are covered.
- Christmas Eve and New Year's Eve library open from 10:00 a.m. to 2:00 p.m.
- On January 15 Beth and Sharon will have an art opening (library closed). NEK Human Service contracted Rural Arts to run some programs and Sharon offered them an opportunity to display artwork from this initiative.

Maintenance Report: Beth Meachem

- Beth working on MERP program but can't start without go ahead from grantor
- Driveway has been plowed once; Beth, Paula, other staff and volunteers as well as a patron have been shoveling Handicapped area; our contract with the town states this shoveling is our responsibility. Adam is willing to do this shoveling if he is called.

- Shelly concerned about safety issues in the entrance way, and asks if we can enclose the walkway with plastic. Beth is opposed and suggests that we should discuss at a later date having a more permanent vertical awning. Shelly will go ahead with putting up plastic?

Friends of the Library: Brendon Beer

- Looking to firm up chili dinner date (March suggested by Paula)
- Based on last comments FOL are looking at long term planning versus community engagement
- Summer program in memoriam.
- Nothing between November and January
- Need more people involved (several names of people who might have time and skills)
- Beth suggested sponsorships with local businesses.

Discussion to change meeting date and time from Friday afternoons.
Will try the third Tuesday morning in January. All in agreement.

Motion to adjourn at 5:00 p.m. with all in agreement.

Next Meeting: Tuesday, January 21, 2025 at 9:00 a.m.