

March 9, 2023 Library Trustee Meeting Minutes

Present: Bob Smith, Chair; James Ross, Bob Klinger, Cynthia Allen, Lawrence Ashman
Frederick Orloski, Cyndi Steiner, Director

Items handed out prior to meeting. Director's Report, Financial Report.

Meeting started at 6:00pm. Bob Smith had follow up questions for Cyndi regarding the projector(new one has been purchased, wobbly toilet(plumber from the company that did construction came and fixed it), gap in the Fire Door(Greenfield Glass came and lowered a piece on the bottom of the door, problem seems to be fixed)

Minutes from the February 2023 were reviewed. Jim states that he didn't receive a copy of the minutes. Cynthia questioned if pictures of the gap in the Fire Door as well as a picture of the blinds should be included. Also questioned under Old Business if "front" should be added to the stair project? Front will be added. Minutes approved with corrections to be added.

Financial Report: We are $\frac{2}{3}$ of the way through FY24. Starting to gather data if we will have a surplus or deficit to help possibly fund YE projects. Once the March reports have come out we will have a better picture as to whether we would be able to fund any projects out of the Municipal Budget. Cynthia asked the Director if she has any plans to use the Professional Development funds since there is still a considerable amount still available. Cyndi states that there are upcoming workshops that staff will sign up for and pay for their time attending using Professional Development Funds.

Director's Report: Additional items that have come up since the report was sent to the Board. A new projector was purchased from Amazon for \$152. Meets the needs of the library. Cyndi states that it will be paid for out of the Technology Line item in the budget.

The town is working on updating their antiquated Personnel Policies. It has been at least a decade since they were updated. As Department Head Cyndi is on the committee to help review/rewrite the policies. The town has contracted with Human Resources Services, Inc to assist with the process. The town has a six month timeline in which to have them completed. Bob Smith asked Cyndi if this also included Job Descriptions. Cyndi answered that she didn't believe so.

Building book: Cyndi feels that the Building Book is complete. She has a hard copy at the library ready for review. Bob Smith has asked that all members of the board come in and review it before the next Trustee meeting so that a vote can be taken in April.

Limited Liability Insurance Coverage. Cyndi found out from the Town that if a person/persons want to use the library for a non-sponsored event that the town requires proof of Limited Liability Insurance in the amount of \$1,000,000 per event and the town must be named as the additional insured. The current Request to Use Library Facilities Application doesn't have this information. Cyndi will rewrite the application to include this information and present it to the Board at the April meeting to be voted on.

Cyndi also questioned if we should have a written policy regarding staff requesting time off. We currently don't have a policy. Discussion was to keep it in house without a written policy. Cyndi will have her staff fill out the time off request and submit it to her for approval. Cyndi will fill out a request and submit it to Bob Smith for approval.

Cyndi also mentioned the current accessibility of the library drop box. In its current location it isn't accessible to patrons with mobility issues. Discussion included moving it to the end of the driveway so that patrons just have to drive up and put their returns in the box without having to get out of their vehicle. Jim Ross stated that the current location of the drop box has to do with safety and lighting from the Portico lights. The issue has been moved on to the Building Subcommittee for further discussion.

Old Business:

Report from Library Giving Day Subcommittee. Cynthia reports that she received an email from the new town Treasurer/Collector that without a 501c3 to accept electronic donations we are unable to have a "donate now" button placed on the library website. Without the involvement of a 501c3 it could possibly be construed that the board is soliciting donations, which is against town policy. Bob K also mentioned that he was willing to set up a table at the Post Office or Transfer Station and was told by the town that he can't solicit donations for the library. A wishlist has been created by Cyndi and the subcommittee of items that could be purchased with the donations. The bottom line is that without a 501c3 we can't participate in Library Giving Day. Bob Klinger's hope is that we will have good ties with Friends as a 501c3 so that we can work hand in hand to support the library. He is also hoping that this would become multiple opportunities for people to donate to the library. The subcommittee has agreed to continue working and hopefully be able to participate next year. The main requirement to participate in Library Giving Day is the ability to accept electronic donations.

Bob Smith gave an update regarding funding for upcoming Capital Improvement Projects. We have been approved for both the electrical and plumbing upgrades. Bob also states that per Town Administrator, Brian Domina that there will also be funds to cover the chimney repairs. Bob went on to state that after the joint Finance Committee/Selectboard Meeting that there were several emails exchanged regarding the windows in the Rotunda. Somehow the finance committee got the impression that we wanted to replace those windows, not repair them. We will follow Jim's estimate to repair and paint the windows.

Bob also stated that he received an email from the Whately Historical Commission prior to the start of the meeting that our application to repair the front steps has been approved for \$8000. Bob already has estimates from the masonry contractor and Blake. He is just waiting on the estimate from Mark Szymanski and what is going to do regarding moving the handicapped platform that is currently on the steps.

On Wednesday April 14 at 5:15pm there will be a hearing on CPC funds. Bob is requesting to have a presence at the meeting to answer any questions that the public might have. This is the same night as our regular meeting. We will have to move our meeting night. Meeting being held via Zoom.

Both Bob and Cyndi gave updates regarding the Budget request meeting. Cyndi states that she thought it went really well. Reports that they were happy with our numbers. Cyndi states following up with [Joyce Palmer-Fortune](#) regarding her question if the library was a part of the same energy supplier as the rest of the town. We are. Bob stated that a member of the Finance Committee asked him why we were asking for so much funding all at once to cover repairs to the building. Committee member commented that the Trustee's should be paying closer attention to the building.

The board also discussed window treatment options for both the Adult Stacks Room and the Rotunda. Board has met with both vendors and they are offering similar products. Cynthia isn't sure that there is enough information to make a full comparison of each product. The board is looking for information regarding UV protection, sound protection and R value. Would like to have more information before a decision is made. Cynthia will reach out to both Erik and Rick to get this information.

Fred suggested looking into possibly putting an UV film coating on the windows in the Adult Stacks Room. His concern is that shades would be closed all the time and that the film coating would effectively take care of the UV protection. Jim stated that putting any type of coating on the windows would void the warranty. No decision was made. Discussion will continue once more information has been provided by the vendors.

Bob Smith asked Cyndi about the progress on the Strategic Plan. Cyndi stated that she has packets available for the board to come and pick up. When she has time Cyndi has been reviewing the current strategic plan and prioritizing it into four categories. Bob Smith feels that a lot of the current plan can be carried over into the new plan due to the COVID 19 pandemic disrupting library services.

New Business:

Bob put Long Range Building Maintenance on the agenda in response to the Finance Committee comment about paying close attention to the library. He is wondering if there are things that we can do on a smaller scale before July 1st. Jim suggested that the Building Maintenance Committee do a walk through and create a list.

Fred asked which fund the painting and masonry work are going to come out of? Suggested that we use our maintenance budget to cover it. Bob Smith will check with Brian and report back at the next meeting.

Bob Smith will get in touch with Andrea about coming and doing our spring cleanup.

Bob Klinger suggested we hold onto the maintenance monies and see. Board has agreed to cost share with the removal of the stairs. We cannot give vendors deposits, but can pay them for phases. Bob Klinger will get in touch with Blake Gorey and Rich Cooper to let them know where we are at in the process. Bob Smith will get in touch with Mark Szymanski regarding his estimate for the handicapped ramp.

Director's Evaluation, Bob Smith has received most of them, asked remaining members to complete by March 23 so that he can compile a final evaluation and discuss with Cyndi.

Discussion regarding the old card catalog. Both Bob Klinger and Cynthia Allen are interested.

Cynthia questioned if anyone else was interested in it as well. Bob Smith will ask Brian Domina

the process for declaring it surplus property. Bob Klinger raised the question that if the library does sell it does the library keep the money? Fred asked about putting it out for sale at a tag sale, similar to the Book Sale that is held.

Cynthia Allen states that she received a text from former Trustee Megan West that she is willing to become a Friend to revitalize the 501c3. Jim states that the rules of a 501c3 requires that all positions of the Executive Board must be filled. Not going to happen before April 4.

Next meeting will be Wednesday April 19.

Meeting adjourned at 7:20.