

R. K. Kittay Library

Minutes

November 15, 2021

7:00 P.M.

Approve October Minutes.

Arlene motions. Sarah seconds. No discussion. Motion carried..

Treasurer's Report

Phantom Labs donated money. Fundraising report from Jean. Repairs discussion. Question from Peter. Endowment discussion - quarterly versus monthly. Motion to accept by Sarah. Arlene seconded. No more discussion. Motion carried.

Director's Report

Director's Report

R. K. Kittay Library, Paul Thompson, Library Director

November 15, 2021, 7:00 P.M.

I will continue to help with the transition to a new library director for the first couple of months of the year. The primary items on my agenda as director this past month have been:

1. Cancelling for Scary Stories. We didn't have enough presenters as a couple of people got sick. 2. Cataloging the new books for November.
3. The annual appeal took up a large chunk of my time and it is signed sealed and ready to be delivered tomorrow. If you guys want to check and remove any names before I send it out that would be appreciated.
4. I have held off on the Newsletter, website, and social media this month until the board meeting because I wanted to discuss wording with the board about what to communicate to the public about my resignation and the search for a new director.
5. I am aware of the problem with the search results on the webpage and will be calling Resource Mate tomorrow to resolve the issue with customer support.
6. Volunteers.
7. I signed the grant form for ARPA from the state of Vermont and expect that Andrea will receive the check from them for \$2000 this next week or next week. There seems to have been a bit of a delay. In terms of the purchases for the grant, I had some questions for the board about what they wanted me to do now that I'm resigning and the new director might want to select their own choices for the computers etc...
8. I am preparing for the end of the year report and could use any input the board has on that process. I have watched a few videos from the Department of Libraries, but I still have questions.

Statistics for the month of October

1. 63 visitors in October.
2. 33 items checked out in October.
3. The card group continued to use the space with groups from 5 -10 people.
4. Website visitors = 20. Facebook and Instagram likes = 10.

I will be available to help with the transition over the next couple of months:

1. ARPA funds expenditures need to be fairly close to the items I outlined on the application. There is some wiggle room though as to exact models, so I thought I should at least wait on the computers and leave that for the new director. I also wonder how much you want me to begin the process of switching from Resource Mate to Library World if that decision has been finalized by the board officially. I don't think we decided.

2 The books for December will not be available until after I return from my Thanksgiving vacation to Nashville on December 3rd. So the 4th or 5th.

3. I had some questions about what the board wants me to do to help with the transition for the new director when you hire them.

Next meeting – December 20, 2021

Discussion: Peter suggests speaking to Joy Worland. Jean mentions question about Resource Mate catalog.

Old Business

Keypad –

update. Claude Barton will put lock on door. Discussion. Motion to purchase keypad by Sarah. Seconded by Arlene. Motion carried.

Bill Project –

update Peter refers to his email. Make check out to express copy. Was \$210. Now \$350. Extra \$140. Major donors letters. Judy doesn't understand. 25 copies for \$350. Peter has checks. Judy questions about flash drives. Peter says libraries who participate get flash drive and copy of book. Library has paid \$210. Book display. Peter will provide library copy.

“No Strings” –

update No no strings this year. Jean will contact to inform.

Solicitation Letter

update Different letters for high dollar donors discussed by Peter. He says should be 3 lists. Casey merged lists.

Financial Report -

Discussion of Finance Committee meeting. Specific budget categories discussed.

New Business

Policy to review

No new policies. Mission statement brought up. Paul says it is fine. It is decided by all that it is fine.

Holiday gifts

Discussion of gifts for volunteers. Paul makes list of volunteers. Discussion of who else to include. Lawn?

Director Search update

\$15 for 40 hours.

Other

Seed library idea brought up by Peter. Motion to table by Judy. Seconded. Motion tabled.

Thank you notes

To town for ramp and railing and road crew.

Next meeting December 20, 2021

Adjourn

Motion to adjourn by Jean. Seconded by Arlene. Meeting adjourned.