**R.K. Kittay Library**

**Trustee Meeting Minutes**

**September 20, 2021**

**7pm**

**Members Present:** Judy Zinn, Arlene Horn, Carey Braidt, Erica Shott, Sarah Porter, Jean Nardi, and Director Paul Thompson

**Not Present:** Peter Casenhiser

**Call to order at 7:03 by Judy Zinn**

**Approve August Minutes** – Motioned to approve by Arlene, Jean 2nd. Discussion: Interest from the endowment, not the CDs. No further discussion. Motion carried.

**Financial Report:** Met with Nicole Croff, entered a journal entry to set a reconciliation date for all the checks. Profit and loss: see attached reports. We need to transfer some money from our endowment to cover September-end of the year. Estimating $1000 above the $7000 that we averaged in 2018 and 2019 for cost increases. Voted and passed by the board. Currently $1520.28 in checking.

**Approve Financial Report –** Motion to approve the treasurer’s report by Erica, Carey 2nd. Discussion. Motion carried.

**Directors Report:** See attached report.

**Approve Director’s Report:** Motion to approve director’s report by Arlene, Jean 2nd. No discussion. Motion carried.

**Old Business:**

* Mum Sale – very successful, just a few plants left over – regular kale. Mums all sold! Will order more ornamental kale next year, numbers were good otherwise. Book sale is more work than it’s worth. Made $1091!
* Keypad - $120 approximately plus installation. Changing the door knob and installing the new with limited access (code passing out). Just for our door, your key will work on the outside door. Jean will talk to Claude (or Wynn) and get a better estimate for next meeting to vote on.
* Paul: Materials cost for the book drop (replacement) about $120/$180 for labor by Wynn Loomis.
* Paul: Will spread out the book orders to help with the budget.
* Bill – updates have been emailed. Raised enough to publish 15 books for the libraries who participated. Peter wants to raise more to order additional books for other libraries/museums etc. to purchase. The board agreed to discontinue fundraising for Bill at this time, especially since the annual solicitation is coming up soon. The board will revisit how to proceed with Bill at a later time. Bill’s future, including fundraising, is to be decided upon and approved by the board as a whole. We will revisit Bill and his fundraising in the future. When Bill returns home, the project will be over for now.

**New Business:**

* Policies Updates- Collection Development policy review for next meeting.
* “No Strings”- Board informally votes to postpone this until summer when we can do it outside. Sarah suggests we do it the Saturday of Old Home between BBQ and the parade. Possibly inside the firehouse if the weather is bad, otherwise, outside at the Library. Jean will contact them to ask about dates. If they aren’t available for Old Home Days, coordinate with the Summer Reading program. Discussion re: Summer Reading. Paul was confused and we explained how it works. We will try for some grants in the future to help with the cost of hiring the facilitators.
* Solicitation Letter – Coming up in November. Get a new town list, Carey and Paul will work on a new letter and we’ll review next month. Send the copies early with the director’s report for prior review. Will discuss at the next meeting.
* Other: Discussion on COVID policies. If there are more than 5 people in the Library, masks will be necessary. We don’t have air flow and need to protect everyone. Paul will make a sign for the door: Masks encouraged.
* Thank you notes: Arlene is writing a thank you to Laura for her donation to the mum sale for our raffle.
* Finance meeting: Paul is going to take more time to learn what’s going on… and help work out budget categories. Will prepare a budget for January 1st. The committee will meet again in October before the next meeting.

**Adjourn 8:43pm Motioned by Jean. Carey 2nd. Motion carried.**

The next meeting will be on October 18th.

Submitted by Erica Shott