

**R.K. Kittay Library  
Trustee Meeting Minutes  
October 18, 2021  
7pm**

**Members Present:** Judy Zinn, Arlene Horn, Carey Braidt, Erica Shott, Peter Casenhiser and Director Paul Thompson

**Not Present:** Jean Nardi, Sarah Porter

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

**Approve September Minutes** – Motioned to approve by Arlene, Carey<sup>2<sup>nd</sup></sup>. No further discussion. Motion carried.

**Financial Report (given by Judy Zinn in Jean Nardi's absence:** Phantom Labs sent a check for \$763.89. Peter questions the Grant Income. Judy noticed previous reports had a higher number. We will ask Jean. Peter also asked about the reconciliation...which was discussed at the last meeting.

**Approve Financial Report** – Reviewed treasurer's report. We will discuss and approve at the next meeting.

**Directors Report:** Paul sent a resignation letter. He will stay through December 15<sup>th</sup>. See attached report.

**Approve Director's Report:** Motion to approve director's report by Arlene, Jean<sup>2<sup>nd</sup></sup>. No discussion. Motion carried.

**Old Business:**

**Key pad:** Jean asked Claude who said it wouldn't be that big of a job. The brand she presented last meeting is a good one. She tried to get ahold of Wynn Loomis, too. No connection for getting the work done yet.

**Bill Project:** Bill project is over, document is completed. See Peter's email (also attached) summarizing the details.

\$12-\$15/copy is the estimate for printing. Peter (and some acquaintances) will review and edit before presenting final copy to the board.

**No Strings Update:** Jean contacted Barbara, who is the puppeteer, she understands why we are not doing it this winter. They are booking fast for summer dates. Would be ideal to have it during summer reading on Friday or Saturday.

**Solicitation Letter:** Carey and Paul worked on the letter. Carey made some adjustments and brought a second draft. Campaign committee meeting Sunday Oct 24<sup>th</sup> at 3pm to finalize the letter. The committee should then present to the board via email for final approval. We will send early in November. Once we have the donor list, it will be reviewed and amended.

**Financial Report:** Goal of \$30,000 budget. How to achieve this? 50/50 raffle. Exploratory idea: petition with 30 signatures to put on the ballot: increasing the library's take from the town's revenue. We can discuss again next month. Paul will forward email re: Municipal Governance

and Incorporated vs. Municipal.

**New Business:**

**Collection Development Policy:** Motion to adopt Collection Development Policy by Peter. Erica 2nds. No discussion. Motion carried.

**Next policy to review:** No new policy to review.

**Pest Control:** Erica sent report. The holes in the foundation should be brought to the town's attention as maintenance on the building; we will contact the selectboard. Carey suggests peppermint oil as maintenance.

**Other:** Paul will stay until the 15<sup>th</sup> of December. Advertise for a new director. Erica will post a new ad in all the same places. Contact previous applicants. Deadline for new applicants by November 15<sup>th</sup>.

Peter talks about programs for spring. Maybe we should start a seed library? Programs are the director's responsibility. We are welcome to make suggestions to the director for program ideas.

**Thank you notes:** none

**Adjourn 8:39pm Motioned by Arlene. Carey 2<sup>nd</sup>. Motion carried.**

The next meeting will be on November 15<sup>th</sup>.

Submitted by Erica Shott