R K Kittay Library Agenda

January 18, 2021
7:00 PM

Approve November minutes

Treasurer's Report

Director's Report

Old Business
- Friends of the Library - update
- Consent Forms - reminder to submit
- Grant - matching funds decision

New Business
- Yearly Planner
- Budget for 2021
- CDs - discussion
- Other

Thank you Notes

Next meeting - February 15, 2021

Adjourn

R K Kittay Library

Agenda

February 15, 2021

7:00 P.M.

- Approve January Minutes
- Treasurer’s Report
- Director’s Report
- Old Business
  - Consent Forms
  - CD – continued discussion
- New Business
  - Endowment Policy
- Thank you notes
- Next meeting – March 15, 2021
- Adjourn

R.K. Kittay Library
Trustee Meeting Minutes
February 15, 2021
7pm

Members Present: Judy Zinn, Sarah Porter, Arlene Horn, Carey Braidt, Erica Shott, Jean Nardi, and Director Casey Czahor
Members Not Present: Peter Casenhiser
Call to order at 7:01 pm by Judy Zinn

Approve November Minutes – Motioned by Sarah, Arlene 2nd. No discussion. Motion carried

Financial Report by Jean Nardi

- CD rolled over. Did not speak with Jane in time to catch the first one.
- Only lose interest, so when the March one comes, we can take out both and would only lose 1 or 2 months of interest.
- No questions on the treasurer's report

Approve Financial Report – Motioned by Arlene, Carey 2nd. No discussion. Motion carried.

Directors Report -

- **Grants –** Pilcrow – check and booklist have been submitted. March-April. Summer Reading Grant opens April 16th. Who chooses the performers? Outdoor performers. Town Green can be used if needed? Sit down for a meeting to decide on programs. Casey will research some ideas to present.
- **Easter –** COVID popped up in Rupert so let's not plan anything. Just wish everyone a Happy Easter in the newsletter.
- **Library Tshirts –** do we want to try to get some made from the library and then sell them? Maybe for Harvest Festival. Casey will work on some designs to present.
- **Carey suggested –** Rosalind Kittay day at the library (add to the list)
- **Virtual Artist –** March and April it will be Gwen Hunt
- **If Casey's exposed to COVID –** would a volunteer sub? Shut down? Curbside? Fill in on Saturday and Sunday? We will close while Casey quarantines.
- **RGB not VOL for audio books –** the service Casey is looking into for the library.

Old Business:

Consent Forms:

- All in on time! Peter, Erica, Sarah, Carey

CDs and Endowment:

- Endowment policies. Set up finance committee (director, treasurer, 2 board members). Finalize the policy for next meeting – Erica and Peter will be 2 board members. Work on policy, meet and compare information from 3 investing firms. Vermont Community Foundation, Peter, Erica, and Jean also have suggestions.

New Business:

Heat problem at the library – Baker's took care of it!

Other Business:

- Thank you notes went out.
- Syrup went to a few people as holiday gifts.

Adjourn 7:00pm Motioned by Sarah/Arlene 2nd. Motion carried.

The next meeting will be on March 15th

Submitted by Erica Shott

R K Kittay Library

Agenda

March 15, 2021

7:00 P.M.

Election of Officers

Approve February Minutes

Treasurer's Report

Director's Report

Old Business

- Endowment Policy – review and approve
- Finance Committee update

New Business

- Technology Grant – discussion

Other

Thank you notes

Next meeting April 19, 2021

Adjourn

R.K. Kittay Library
Trustee Meeting Minutes
March 15, 2021
7pm

Members Present: Judy Zinn, Sarah Porter, Arlene Horn, Carey Braidt, Erica Shott, Jean Nardi, Peter Casenhiser and Director Casey Czahor

Call to order at 7:01 by Judy Zinn

First order of business: Reorganize Officers
Peter and Judy nominated for president: Judy wins
Erica nominated for secretary: Erica wins
Jean is nominated for treasurer: Jean wins

Approve February Minutes – Motioned by Sarah, Arlene 2nd. No discussion. Motion carried.

Financial Report by Jean Nardi
- Jean just received the financials from Jane. No questions.
- Jean will assume total responsibilities of treasurer from Jane Laurie (volunteer bookkeeper)
- Recognize Jane somehow? Naming the scholarship after Jane is a strong possibility. Also Pat and Meg should be recognized. Will discuss more at a later date.

Approve Financial Report – We did not have a motion or approve the report!

Directors Report -
- **Grants –** Received all the Pilcrow grant books. We received additional books from the Yackel (sp?) family. Applied for summer reading grant, only waiting on the certificate of insurance as part of the application. Performer suggestion: Hullabaloo. Casey will send the video of her program for the board to watch. Vermont Community Foundation Grant for tech purchases: kindles, RB Digital for audio books. Casey has a preliminary list and will start to purchase. Some discussion about a new computer at the library.
- **Plant Sale –** Streamline the spring plant sale for Memorial Day weekend. Pre-orders. Carey will call/contact if there's someone who can do it? Add the bakery aspect for Memorial Day goodies.
- **Card Group** – get back into the library in April if they all have their vaccines (2 weeks post second shot).
- **Events committee**? – small group for brainstorming etc. We'll create a committee.
    - Jean will contact the golf course and see if our date is available and then send out save the date cards.

- **Budget** – Casey and Jean will work on the budget for this year and present at the next meeting.

Old Business:

- **Endowment**
    - **Policy –** Questions: time frame for withdrawing, we do need a budget by September so we can plan disbursements.
    - Peter moves to approve the investment endowment policy and 2nd by Carey. Motion carried.
- **Finance Committee Update**
    - **Vermont Community Foundation –** voted on by the Financial Committee. Solid company, non-profit and work mostly with non-profits (22 libraries). The invest 5% of their money into Vermont. Socially responsible fund, fees are lower than the long-term fund. Returns in the past: 8.1-10%. Meeting or exceeding benchmark.
    - Peter moves to proceed with Vermont Community Foundation and 2nd by Sarah. Motion carried.
    - **Next step –** Permission from the board to take out the last 2 CDs, put them in the checking account, so once in agreement with VCF we can start to invest. Question: How much money? $120,793.89 and $32,967.30. Third will be taken out in May when it expires.
      Jean will make a motion to move the money and 2nd by Erica. Motion carried.

New Business:

Technology Grant

- Peter – wants to update the current computers and automate.
    - Casey's already working on automation with the current system (not grant related)
    - This grant is specific what we can spend money on... not catalog updates. Possibly use left over money to help update the current work stations.
    - Suggested fund raising to get money for updating the current work stations?
        - Additional fund raising/grants to update the building. Carey said they're working on creating a Historic District which will help with the Historical Preservation Grants for updating the library.

Adjourn 8:34pm Motioned by Jean/Arlene 2nd. Motion carried.

The next meeting will be on April 19th

Submitted by Erica Shott

R K Kittay Library

Agenda

April 19, 2021

7:00 P.M.

Approve March Minutes

Treasurer's Report

Director's Report

Old Business

- Finance Committee update
- Plant Sale
- Golf Tournament

New Business

- Budget Presentation
- Graduation Awards

Other

Thank you notes

Next meeting May 17, 2021

Adjourn

R.K. Kittay Library
Trustee Meeting Minutes
April 19, 2021
7pm

Members Present: Judy Zinn, Sarah Porter, Arlene Horn, Carey Braidt, Erica Shott, Peter Casenhiser and Director Casey Czahor

Not Present: Jean Nardi

Call to order at 7:06 by Judy Zinn

Approve February Minutes – Motioned by Arlene, Peter 2nd. No discussion. Motion carried.

Financial Report by Judy Zinn

- Jean has everything from Jane but didn't have time to get caught up on Quickbooks so no real report.
- The remaining CD will be rolled at the end of May.
- No official report, no need to approve.

Approve Financial Report – N/A

Directors Report -

- **Budget –** Casey worked on a budget and will present in an informational capacity. Everyone review and we can ask questions/discuss next meeting with Jean and vote on it.
    - **Past –** 2019 and 2020
    - **Proposed –** What we think for 2021
    - **Expected** – with income
- Discuss increasing Casey's budget from $500 to $800 (using some of the admin salary). No decision was made at the meeting
- Art kits are in the lobby from Vermont Economic and Arbor Day kits to hand out
- Technology grant – loan agreement in the works (awaiting board review)
- Audio subscriptions –we will use Dorset as ILL for patrons who request to download books
- Card group has resumed
- Book group (is anyone interested)? Arlene will check into this
- Possible yoga group, chess? Other ideas?
- Book donations – it's ok to accept donations on a case by case basis (if they are acceptable for the collection)
- Opening Plan – Wednesday/Saturday for now. In July we can open on Sunday. Casey will talk to the volunteers to see what they are comfortable with (re: working open hours)

Plant Sale: Carey is working with Candy in Wells and possibly Laura to supply various plants for a sale in Memorial Day. Working with old paperwork to determine quantities. Vegetables/Hanging baskets? Shooting for Memorial Day weekend. Check to see if the Firehouse is available.

Old Business:

- **Finance Committee Update**
  - Had a discussion with the investor from the Vermont Group to review any forms/policies/information.
  - The board needs to decide on a benefactor for the library just in case. Keep it with the town (agreed by all)
  - 60% securities, 30%, 5% into Vermont and 5% alternatives. This is the one change to the policy the board reviewed last meeting.
  - Are we willing to take the loss of interest in the last one to get it in early? No, we will wait until it expires at the end of May.
  - If any one questions the amount of the endowment or what we're doing with that money, we should let them know it's being invested back into the town by improving the library.
- **Golf Tournament**
  - First Sunday in June
  - Jean needs help with hole sponsors and player solicitation
  - Arlene does the Tee Cup auction
  - **Contact Jean if you want to help. Ideas for hole sponsors.**

New Business:

Budget – everyone needs to review (from Casey)

Graduation awards – 6th grade – we gave out 2 last year. $25 gift card Northshire Bookstore. Principal and 6th grade teachers decide who gets the awards.

High school award/scholarship – no one has applied last year. $250. Goes to Rupert resident, no matter where they're graduating from. Chosen based on volunteer work and essay. Sarah will help find out who are the seniors are to send them information.

Spring Fundraiser Committee meeting May 3rd 7pm

Sarah makes a motion to go into Executive Session. Carey seconds the motion.

Adjourn 9:08 pm Motioned by Arlene/Peter 2nd. Motion carried.

The next meeting will be on May 17th

Submitted by Erica Shott

R. K. Kittay Library

Agenda

May 17, 2021

7:00 P.M.

Approve April Minutes

Treasurer's Report

Director's Report

Old Business

- Finance Committee – update
- Graduation Awards – update
- Plant Sale
- Golf Tournament
- Review Budget

New Business

- Position
- Dollar Project

Other

Thank you notes

Next meeting June 21, 2021

Adjourn

R. K. Kittay Library

Agenda

June 21, 2021

7:00 P.M.

- Approve May Minutes
- Treasurer's Report
- Director's Report
- Old Business
  - Graduation Awards – update
  - Golf Tournament – comments
  - Plant Sale – comments
  - "Bill" Project – update
  - Summer Program – update
  - Review Budget
- New Business
  - Email received
  - Application
  - Other
- Thank you notes
- Next meeting July 19. 2021
- Adjourn

R.K. Kittay Library
Trustee Meeting Minutes
June 16d, 2021
7pm

Members Present: Judy Zinn, Sarah Porter, Arlene Horn, Carey Braidt, Erica Shott, Peter Casenhiser and Director Casey Czahor
Not Present:

Call to order at 7:01 by Judy Zinn

Approve May Minutes – Motioned by Jean, Arlene 2nd. No discussion. Motion carried. Correction to May minutes: It is not the senior awards, but the sixth grade awards who get the Northshire gift cards.

Financial Report by Jean Nardi
- $520 income from the Plant/Book sale.
- Golf tournament was good! $3271.84 net income
- P&L through end of May (the plant sale is negative because it hasn't been deposited yet)
- Will change newsletter program (Constant Contact) to yearly so we can save $50-$60
- $38,000 in checking right now (that's good for this time of the year)
- Do we want to put money into the endowment? Peter makes a motion to move $15,000 into the endowment. Arlene, 2nd. Discussion: Carey asked why that jump from $10,000. Suggesting a smaller amount now and seeing how we do at the end of the year. Motion carried.

Approve Financial Report – Motioned by Arlene, Erica 2nd. No discussion. Motion carried.

Directors Report –
- ARPA – Erica will do the webinar to find out what is involved and what we could use it for.
- Book group – Arlene hasn't had any response yet.
- Volunteers – some of the calendar is filled up. Judy volunteered to do next 2 Wednesdays. We don't have anyone permanently scheduled for Wednesdays.
- Summer Reading – moving forward, animal talk/Jean Ceglowski, Game Warden, Hullabaloo.
- Put the word out for volunteers!!

Old Business:
- **High School** Award $250 will be given out on Friday at graduation. Gwen Hunt is the recipient. She will not be at graduation (she is working in Maine).
- **Sixth Grade Awards** Brady McNulty and John Weston Graf were the winners of the book store gift $25 certificates to Northshire Book Store.
- **Golf Tournament** – it was fun!

- **Plant sale –** honor system sale for left over plants – all gone, but no donations yet. Carey suggests more variety and raffle next year. The Saturday before suggested for less competitions. Arlene will talk to Laura re: mum sale for Fall.
- **Bill –** he's getting around the state. ISBN has been obtained so it can be sold at bookstores. Owen Crawford in Granville, Art Gallery (Long ago and Far Away), Dorset Consignment will help fund the printing. Carey/Casey discussed promoting the social media end of the Bill program. Bill will have his own Facebook and Instagram page and will tag/tie into the other.
- **Review Budget** – no budget yet.

New Business:

- **Email –** from Meg who is aware of our standing and offered to come back and help until we find a new director. Conflict of interest. It is not a position we were looking to hire that position at this point.
- **Applications –** Carey Braidt, Kimberly Davis, and Paul Thompson. Committee to review the resumes: Judy, Peter, Sarah and Erica, Jean.

Adjourn 8:45 pm Motioned by Arlene/Carey 2nd. Motion carried.

The next meeting will be on July 19th

Submitted by Erica Shott

R.K. Kittay Library
Trustee Meeting Minutes
July 19, 2021
7pm

Members Present: Judy Zinn, Arlene Horn, Carey Braidt, Erica Shott, Peter Casenhiser and Director Paul Thompson (start date July 20th)

Not Present: Jean Nardi, Sarah Porter

Call to order at 7:01 by Judy Zinn

Approve June Minutes – Motioned by Arlene, Peter 2nd. Discussion following. Motion carried.

Financial Report:
Approve Financial Report – No treasurer's report as Jean is not in attendance. Judy mentions that the summer program facilitators have submitted timesheets.

Directors Report –No director's report (Casey is officially resigned and Paul starts on the 20th)

Old Business:

- **Summer reading recap by Kelly and Sarah** – Started out with 2 kids, but the biggest day was 14. Alexandra Langstaff did Hullabaloo, Jean Ceglowski talked about pet care, Tara Williams came in with farm animals, and Tyler Brown, biologist gave a talk. Kelly opened the program to toddlers and they read together with the 'older' kids who helped them choose their books. It was well attended. Kelly suggests that we do it for 5 days for 2 weeks vs 4 days for 2 weeks. Parents thought it might be nice to extend the extra day. Everyone alternated snacks.
- **Bill –** See Peter's "Bill" Update handout for all the updates. Side note: Mail was returned because the library is in Rupert but the mail is West Rupert. We should have our physical address and our mailing address listed on the website. See attachment for Facebook Insights provided by Carey. Carey has set up the Facebook and Instagram and is playing catch up (since we didn't start with the beginning of the "Bill" project) getting photos up to date with "Bill's" visits. Bill should be featured on the website.
- **Mum Sale –** (Arlene first mentions that no one was here on Saturday and Gene Higgins let some people in to check out books… we need to talk to Gene to not let people in… and put a sign on the door if we cannot get someone to fill the volunteer spot). Laura will have mums this year. The 9" mums will increase by .50 to $6.50. Orders by September 1st, stick to 4 colors, she did not mention the kale/cabbage. No corn stalks (they did not sell well). September 18th would be the date. Flyers at the stores, neighboring libraries etc. vs. mailings. Mums, pies, pumpkins (maybe just kid's books?).

New Business:

- **New director** –Paul is excited to be here, to get to know everyone and the town and to learn about the Rupert Library. Hoping to get things underway! Executive committee will be meeting at 5:30pm July 20 to get Paul started.
- **Mail** – nice thank you note from a winner of the 6th grade award, Weston. We also received a letter notifying us that the Library will be considered by the Vermont Advisory Council on Historic Preservation for nomination to the National Register of Historic Places at the meeting on July 22nd.
- **Sign** – We need a new sign out front. To be continued (Jean will be here and Paul can research some signs to present).
- **ARPA** – Patron computer (Microsoft office/publisher) and printer, staff computer (with a camera it can be used for virtual meetings), automation, benches. Erica will help Paul put an application together and we will email it to the board ahead of submitting.
- **Old Home Days** – How involved do we want to be? Theme this year is Your Favorite Decade. Maybe feature "Bill" in the artist spots in the Library.
- **Donation from plant sale** – we did get a donation for the left-over plants from the sale.
- **Donation** - $100/$150 (Judy can't remember). New family who came to check out the library and signed up for the summer reading program. We should send a thank you note.
- **Post office box** – let Paul settle in and decide if we want to change the PO Box over to Rupert from W. Rupert.

Adjourn pm Motioned by Carey/Arlene 2nd. Motion carried.

The next meeting will be on August 16th.

Submitted by Erica Shott

R. K. Kittay Library

Agenda

August 16, 2021

7:00 P.M.

Approve July Minutes

Treasurer's Report

Director's Report

Old Business

- Mum Sale
- Sign
- ARPA
- PO Box

New Business

- Policies Updates
- Other

Thank you notes

Next meeting – September 20, 2021

R.K. Kittay Library
Trustee Meeting Minutes
August 16, 2021
7pm

Members Present: Judy Zinn, Arlene Horn, Carey Braidt, Erica Shott, Peter Casenhiser, Sarah Porter, Jean Nardi, and Director Paul Thompson
Not Present:

Call to order at 7:02 by Judy Zinn

Approve July Minutes – Motioned by Arlene, Carey 2nd. Discussion: Carey has concerns with the prior minutes and they were amended. Motion to approve minutes by Arlene, Judy 2nd. No further discussion. Motion carried.

Financial Report: We had a few donations and interest from the CDs and the new endowment. Newsletter category is website, but will be moved under computer next month. Jean will figure out how to remove reconciliation discrepancies. Budget for 2020 (COVID) we didn't have an approved budget for 2021. Financial committee: Peter, Jean, Sarah and Paul.
Approve Financial Report – Motion to approve the treasurer's report by Peter, Sarah 2nd. Motion carried.

Directors Report - Paul had good attendance at the volunteers (working on organizing volunteers), about 50 people came through Old Home Days. Lots of cleaning and organizing. Trying to track all the keys. Spent time on social media and website, changing from Constant Contact to Mail Chimp (free). ARPA Grant is submitted (see director's notes sent by Paul for itemized requests). Next month: refreshing collection and preparing for book sale, cleaning up discrepancies in patrons and catalog. Working on policies (will prepare some for future meetings and board approval). New signage. Kept the letters but threw out the sign! Will discuss further down the agenda. "Bill" is on the website and photos are printed and displayed at the library. Discussion about quantity of books: we will give it a few months and reassess the collection and if we want to increase the quantity or keep the same/reorganize the library. Peter asks how the new devices for patrons are going, but there has been no use. They are on the website and they will be advertised a little more. Currently using one for the volunteers. Motion to approve director's notes by Arlene, Jean 2nd. No discussion. Motion carried.

Old Business:

- **Mum Sale-** Firehouse is reserved for the 18th (9-1pm). Laura wants numbers by the 1st of September. Peter is working on pumpkins. We will have pies and books. 100 mums, cabbage and kale (12 each). Posters, social media, send an email. Colors: red, orange, white and yellow. $10/mum/cabbage and kale. Pies $12. Pumpkins by donation. Paul will work on the posters and promoting the pre-sale. One extra nice thing to raffle off at the sale. Arlene will ask Laura what she could put together. Paul will need some help setting up the tables etc. on Friday and will ask for volunteers. Looking for cash box.

- **Sign-** Motion to approve a new sign purchase by Jean and Peter motions that the director chooses. Sarah 2nd. No discussion. Motion carried.
- **ARPA**- (covered on director report)
- **PO BOX-** We will keep the same PO Box in West Rupert. Information is updated on the website with correct mailing/physical.

New Business:

- **Policy Updates –** After a discussion, it was decided that it is important to update all Library policies. Director has started to prepare the policies. We will have access to policies on the website and physical copies.
- **For September:** Policy discussion: Collection Development Policy. Voting on Policy will be in October.
- **Other –** Bill is entering the home stretch. He's in Orleans county way at the top. Hoping to get him back here by the Mum sale. Peter is working on $400-$450 to print enough copies so all the libraries who participate can get some and have others left over to sell. Several local businesses have offered to donate to have the printing completed. Possible sponsorship per mile of Bill's travel to help with printing costs? No, it would be like asking for sponsors halfway through the marathon. Who updates the website? Carey is updating the social media (playing catch up). What does Bill want to be to this Library? Add Paul as the admin to Facebook Page for Bill.
- **Keys/security –** Trustees, volunteers will have access to the Library, but not everyone else in the community. But they'll still be able to get into the building/historical society, but not the library. This is to protect our things in the library. Jean will talk to someone at the store and research what we need/prices.

Adjourn 8:53pm Motioned by Jean. Arlene 2nd. Motion carried.

The next meeting will be on September 20th.

Submitted by Erica Shott

R. K. Kittay Library

Agenda

September 20, 2021

7:00 P.M.

Approve August Minutes

Treasurer's Report

Director's Report

Old Business

- Mum Sale – comments
- Keypad
- Bill – update

New Business

- Policies Updates
- "No Strings"
- Solicitation Letter
- Other

Thank you notes

Next meeting – October 18, 2021

Adjourn

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

R. K. Kittay Library

Agenda

October 18, 2021

7:00 P.M.

Approve September Minutes

Treasurer's Report

Director's Report

Old Business

- Keypad – update
- Bill Project – update
- "No Strings" – update
- Solicitation Letter
- Financial Report

New Business

- Collection Policy – vote/approve
- Next policy to review
- Pest Control
- Other

Thank you notes

Next meeting November 15, 2021

Adjourn

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, Carey2nd. 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 15th. See attached report.

Approve Director's Report: Motion to approve director's report by Arlene, Jean 2nd. 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 24th 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 15th 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 15th.

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 2nd. Motion carried.

The next meeting will be on November 15th.

Submitted by Erica Shott

R. K. Kittay Library

Agenda

November 15, 2021

7:00 P.M.

Approve October Minutes

Treasurer's Report

Director's Report

Old Business

- Keypad – update
- Bill Project – update
- "No Strings" – update
- Solicitation Letter- update
- Financial Report

New Business

- Policy to review
- Holiday gifts ?
- Director Search update
- Other

Thank you notes

Next meeting December 20, 2021

Adjourn

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.

R K Kittay Library

Agenda

December 20, 2021

7:00

Approve November Minutes

Treasurer's Report

Director's Report

Old Business

- Keypad - update
- "No Strings" – update
- Holiday gifts – update
- Director - update

New Business

- Review and approve budget
- Snowshoes
- Letter for Town Report
- Reminder – trustees whose term is up

Other

Thank you notes

Next meeting January 17, 2022

Adjourn

R.K. Kittay Library
Trustee Meeting Minutes
December 20, 2021

Members Present: Judy Zinn, Arlene Horn, Carey Braidt, Erica Shott, Peter Casenhiser, Jean Nardi, Sarah Porter and Director Paul Thompson
Not Present:
Call to order at 7:00 by Judy Zinn

Approve November Minutes – Motioned to approve by Sarah, Arlene 2nd. Claude Barden (correcting the name spelling re: keypad). Motion carried.

Financial Report: Odd number for appeal because of Paypal fees. Haven't heard from our biggest donors yet. Nothing unusual in bills this month. $400 to D. Armstrong for lawn card. Got a deal from Mike Laurie on gift/syrup.

Approve Financial Report – Motion to approve by Arlene, Carey 2nd. Motion carried.

Directors Report: Paul's last day will be the 31st. Will volunteer into January if we need to help. ARPA funds have been received. There was a non-library sanctioned event (Christmas Crafts for Kids) on Friday the 17th. See Paul's report for all the details.

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

<u>Old Business:</u>
Keypad: Will be installed in January.
No Strings: Saturday, July 9th or 16th. The board decides that the 16th to end the summer reading program. Jean will book.
Holiday Gifts: We have the gifts in hand, Jean is making little labels before we hand then out.
Director: Paul's last day the 31st. Extended the deadline. We got 2 responses. Have not interviewed. Letter from a recent graduate who has some experience working in a private library. The other is a woman, new to the area and doesn't want the library to go under so she said she'd do it. She has no experience but she could learn. Most previously interested people are no longer interested. Stephen Niles, Assistant Director at Dorset, volunteered to step in and help until we find a permanent director. Motion to approve Stephen as interim director by Sarah, 2nd by Arlene and Carey. Motion carried.

<u>New Business:</u>
Budget: Amend proposed budget: Changing miscellaneous to endowment. Increase the $500 to $1700. Overall budget will be $20,000. Motion to approve proposed budget with amendments. Motion to approve budget by Jean, 2nd by Sarah. Motion carried.
Snowshoes: Contacted a snowshoe place in Pownal and asked them to donate a new set.
Letter for town report: Due the 1st part of January. Bill, ARPA grant…Carey will work off of last year's template to start a report.

Reminder for trustees whose terms are ending: Jean, Arlene and Judy

Other: Peter sent his resignation letter to be effective January 1st. Select Board has to appoint a trustee, they will then have to run at the election. Bill is completed.

Thank you notes: Jean is still working on the solicitation thank you notes.

Adjourn 8:00pm. Motioned by Sarah, Arlene 2nd. Motion carried.

The next meeting will be on January 17th.

Submitted by Erica Shott