

**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 2<sup>nd</sup>. 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 2<sup>nd</sup>. Motion carried.

**Directors Report:** Paul's last day will be the 31<sup>st</sup>. 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 17<sup>th</sup>. See Paul's report for all the details.

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

**Old Business:**

**Keypad:** Will be installed in January.

**No Strings:** Saturday, July 9<sup>th</sup> or 16<sup>th</sup>. The board decides that the 16<sup>th</sup> 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 them out.

**Director:** Paul's last day the 31<sup>st</sup>. 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, 2<sup>nd</sup> by Arlene and Carey. Motion carried.

**New Business:**

**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, 2<sup>nd</sup> 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 1<sup>st</sup> 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 1<sup>st</sup>. 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 2<sup>nd</sup>. Motion carried.**

The next meeting will be on January 17th.

Submitted by Erica Shott