

R.K. Kittay Library
Trustee Meeting Minutes
May 15, 2023

Members Present: Arlene Horn, Judy Zinn, Anniken Davenport, Jean Nardi
Carey Braidt, Erica Shott, Sarah Porter and Director Stephen Niles

Members Absent: None

Call to order at 7:00 pm by Judy Zinn

Public Comments: None

Approve Minutes – Motion to accept April minutes; Arlene, Second by Jean. No discussion. Motion carried.

Financial Report: Presented by Erica Shott – New format has extraneous information column that Erica will eliminate next month.

Approve Financial Report

Erica presented two months of budget/financial report. Motion by Jean second by Sarah to accept March and April financial report. Motion carried.

Directors Report:

Ongoing projects -

1. Olivia has completed the regular Nonfiction section and will work on the juvenile nonfiction section next. Stephen is currently working on DVDs, has weeded any that have not circulated since 2015.

New projects

1. Artist reception June 3 for CarolAnn Hawkins (photography). Arlene will help with reception.
2. Stephen has books and DVDs that will be put out for sale at the Plant Sale to generate extra funds.
3. Mettawee Community School has received our flyer for the Summer Reading Program, other advertising will be done early June. Discussion of advertising broader geographic area. We will have Stephen hit surrounding areas – Dorset, Pawlet, Salem. Theme for summer program is all together now.”
4. We’ve received one application for the Scholarship – see discussion below.
5. Programming policy presented for discussion.

Old Business:

1. H S Scholarship: There were six graduating seniors who are from Rupert. One application received, met requirements. Discussion of merits of essay. Awarded unanimously to the applicant.
2. 6th Grade Award – There will be two nominated from the 6th grade teacher at Mettawee School. Two \$25 gift certificates will be awarded from NorthShire Bookstore.
3. Plant Sale: - Discussion of who will pick up plants this Friday at 4-5 at Laura’s. Have three trucks. Premiums include an authentic design wall sconce and other raffle items. We have around ten auction items. There will be separate raffles for the sconce. There is a second sconce that will be part of the Golf Tournament raffle. All signage is done. Will be in parking lot. Not a lot of presales yet for fuchsias and strawberry baskets. We will redouble efforts to raise awareness of the preorder option.

4. Book Drop – update – Carey will be getting on the book drop soon.
5. Golf Tournament – update – Gifts are being gathered – Barrows House, Wine basket, AD sconce. More being worked on. Stephen reaching out to several businesses in Manchester including Copper Grouse and Sushi Boat. Anniken suggested a new restaurant – RoadRunner. Stephen will add to list. Two hole sponsors so far and one team. Golf price went up \$95 per player. Jean is sending everyone the form so that we can approach potential participants more easily. Posters were distributed to everyone to place on public bulletin boards.

New Business:

1. Programming Policy- Carey's suggestions - What program are we using to produce ads – perhaps add in other software other software as addition to Canva listed. Re social media consider posting two weeks ahead of event. Carey offered to help with social media. Discussion of maybe 2-3 weeks lead time for schools, 1-3 weeks on social media. Brief discussion of indemnity clause for presenters or anyone contracted for services. Discussion of programming fees and their refund if person does not show. One solution may be to call all fees a donation – Such donations will be refunded if library cancels. – discussion to be continued.
2. Discussion of CLiF grant - \$2K for us, \$500 for Mettawee Library. Judy will follow up with those who need to provide us with support letters. Deadline is May 20 so time is of the essence.
3. \$70 donation came from the card group this week.
4. Is this the 25th anniversary of the library at this location? Discussion ensued – to be continued in case we could use a significant anniversary as a fund raising opportunity.

Other

Motion to adjourn – Sarah, second Carey – motion carried.

Adjourn 8:24 pm by Judy Zinn.

Next meeting June 19, 2023

Submitted by Anniken Davenport