

## **R.K. Kittay Library**

### **Trustee Meeting Minutes – Draft**

**December 16, 2024**

**Members Present:** Stephen, Judy Zinn, Anniken Davenport, Jean Nardi, Morgan Horton

**Members Absent:** Erica Shott, Sarah Porter

**Call to order at 7:05 pm by Judy Zinn**

**Public Comments:** Videographer present – Albert Davenport. Also present Jenna Devany Waters

**Approve Minutes** – Approve minutes from November 2024. Jean so moved, Morgan second. No further discussion. Motion carried.

**Financial Report and approval:** Erica submitted P/L statement and Proposed Budget - Stephen has P/L Erica absent. Discussion of Salem Hardware bill \$351 for miscellaneous items for painting. Stephen will give to Erica to check if these were paid already or not – if not, we need to pay. Questions on P/L? Tabled until next month when Erica can be present.

**Directors Report:** Stephen met with Jenna Devany Waters to help with the library transition, showed her the basics on where to find information for how the library currently runs. She will receive info to log into the library system and will receive key to the door.

CLiF Grant books are all cataloged and were ready for the Illustrator Event at Mettawee Community School but was unfortunately postponed due to illness. Will happen instead in January. We must send someone to attend as condition of grant. Jenna Devany Waters or a trustee must attend.

Stephen has begun reducing our patron list in Library World so we have a more accurate number to give Green Mountain Library Consortium for our renewal pricing. Only patrons who have not actively used the library in the past year and have incomplete records have been removed. The reason for doing so is that the pricing is per patron and those who have not used the library should not be counted.

New winter knitting groups on Mondays 1:00 pm.

### **Upcoming -**

Stephen is planning to apply for the Summer Reading Program Grant from the VT Dept of Libraries, they have increased it to \$350. This is non-competitive, so if you apply appropriately you receive the grant.

Stephen is working on the yearly statistics report for the VDoLib.

We had 3 for the “Meet the Artist” on Saturday 12/14.

## **Agenda:**

### **Old Business**

**Clif Books** – see Director’s report above

“**No Strings**” – December 1 – had 48 people. Stephen made a suggestion for next year – – Vermont Humanities Council give out money for these sort of things. \$500 up to \$5,000 (upper end highly competitive)

**Chimney** – update – Darren Black – will place cap to prevent bird or other critter entry do Thursday between 12-1.

**Holiday Gifts** (Maple syrup) have been procured and labeled, ready for pickup.

**New Director** - We welcomed Jenna Devany Waters – our new Director as of January.

Keys will go to Ryan Spahr on NY Eve to give to Morgan to give to Jenna. We thanked Stephen for a wonderful job.

### **New Business**

**Trustee vacancy update** – Select board claimed they never received resume despite it having been emailed to Debbie Baker. Andrea did say it had been discussed at the last Select Board meeting. She said no action because they weren’t sure if there were two vacancies or one. “Unsure whether we posted the job correctly. Andrea said the best course of action is to simply run.

**Petitions** – reminder - Morgan, Jean and Judy need to run. Petitions due January 27 by 5 p.m.

**Letter for Town Report** – Board should do – vote in January. Anniken will write the letter. Suggest that a board trustee attends town budget meeting next month to discuss.

**Other:** Payment policy – Anniken presented draft policy outlining pay for extra service. Morgan motion Anniken second. Motion carried.

**Bylaws:** discussion on email voting – need to amend bylaws to allow voting by email – only if a quorum cannot be obtained by reasonable time. Must warn and put on schedule for next meeting. Must mark draft to send around. Stephen will give Anniken bylaws and list of what needs to be changed.

**Open meetings:** Effective January 2025 must provide option for public to attend meetings online. Need to start online Zoom account – and we could use it for posting meetings also.

Discussion on Arlene – should we name something after her?

Next Meeting – – January 20, 2025

Motion to Adjourn by Morgan second by Anniken. Motion carried.

Respectfully submitted by Anniken Davenport