**R.K. Kittay Library**

**Trustee Meeting Minutes**

**May 17th, 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 7:00 by Judy Zinn**  
**New Business: Casey has accepted a full-time job and will be leaving us on June 14th.**

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

**Financial Report by Jean Nardi**

* Reconciliation Discrepancies: Uncleared checks from 2008-2021 (only because Jean didn’t go back and clear them – it’s a computer glitch). Should be accurate now.
* Interest Income: From January – April on CD

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

**Directors Report –**

* Summer Reading program – Kelly Lewis July 5-8, 12-15 9-12pm (she won’t be here on the 6th, but Sarah Madison will hopefully fill in/be the assistant)
* Book group – Arlene is still working on getting the book group together and who is interested
* Waiting a bit to see if we want to invite outside groups to use the space
* Call for volunteers on social media and article in the News Guide
* Jean asked about electronics for loan. Casey has finalized the loan agreement and will start advertising. We will offer assistance. 3 laptops (one to stay in the library), 2 kindles. 1 week loan period.

**Approve Director’s Report –** Motioned by Jean, Carey 2nd. No discussion. Motion carried.

**Old Business:**

**Finance Committee Update**

* Elisabeth has paperwork, they’ll set up the account, then link with our bank. The 2 rolled CDs that total $154,297.16 will be sent by the bank. $23,137 (more because of interest) will go on the 28th. We can add to it anytime we want. Jean suggests sending the second but squaring away the accounting on our profit and loss before deciding how much we want to send in addition.
* **Graduation Awards** 
  + **Scholarship:** 6 kids were sent the application, Gwen Hunt returned. Once we receive more, we will decide who gets it. Who would like to be on the committee to decide? Sarah, Carey, Erica, Judy. Deadline is the 28th/29th of May. Meet the week after the deadline so we can tell the schools (to announce at the graduation). Meeting: June 1st Tuesday at 6pm.
  + **Senior Awards** 2 gift cards for Northshire Book Store.
* **Plant Sale**
  + How many preorders? Not many. But hopefully people will come and browse the other selections. 9-1am
* **Golf Tournament**
  + Player letters and hole sponsor letters went out…
  + Most posters have been hung up (a few still to go…)
  + Food is still a bit up in the air with COVID rules… will try for buffet, but may change.
  + Team prizes are set. Tee cup items – rolling in… roll of tickets are somewhere at the library.
* **New budget to review (next month)**

**New Business:**

* How do we want to proceed for director? Erica will put together a job description/list of requirements to advertise.
* Dollar Bill Project – send “Bill” on a little trip to 14 counties in Vermont. Once they receive “Bill” the small rural library will send a bio and photos and info on their library to be put together in a little book. Funding – the Rupert Library would fund? About $300 plus $75 to get an ISBN number. Gives us the advantage of being able to go right to a book store to sell.
* Peter makes a motion to proceed with Phase 1 as presented by Peter. Seconded by Arlene. Discussion. Motion failed.
* Motion to Revise the process to include social media/hashtag. Please share on your social media account using #travelswithbilltovtlibraries. Peter makes motion, Carey 2nd. Discussion. Motion carried.

**Adjourn** **9:05 pm Motioned by Jean/Everyone 2nd. Motion carried.**

The next meeting will be on June 21st

Submitted by Erica Shott