

**R.K. Kittay Library  
Trustee Meeting Minutes  
August 21, 2023**

**Members Present:** Arlene Horn, Judy Zinn, Anniken Davenport, Erica Shott, Jean Nardi and Director Stephen Niles

**Members Absent:** Sarah Porter, Carey Braidt,

**Call to order at 7:03 pm by Judy Zinn**

**Public Comments:** None

**Approve Minutes** – Motion to accept July minutes; Arlene moved seconded by Judy. No discussion. Motion carried.

**Financial Report:** Erica reports on June and July.

**Approve Financial Report:** Moved to accept June financial by Arlene second Judy. Motion carried. Moved to accept July financial by Jean second Arlene. Motion carried.

**Directors Report:**

**Ongoing Projects:**

1. Discussion re volunteer training – Met with Pat Mullen who will help train volunteers on the new system. Expects some volunteers will take some time since many volunteers are monthly. Stephen will work on an instruction manual with very specific graphics showing the process. He expects to lose some volunteers because of the technology. Hopes to assign them different tasks like shelf readers.
2. Annual appeal letter draft – Discussion of the letter – tweaked from last year and has now added a QR code that links to our paypal account for those who do not want to send a check and may want to make an immediate donation.
3. Pre-order mums discussion – Music arranged – Carl with On Tone Music for three hours. Will be playing closer to church for easier access to power and no line over cemetery driveway.
4. Mums sale now have cost – and poster has a QR code for the presale – goes directly to the presale order form. There is a delivery fee from the wholesaler but that also means we do not have to travel to pick up mums. They will be delivered to the library. There are definitely orange ones this year. We need to know where they are coming from – delivery charge is \$75 We can keep at \$10 and \$9 and hope to sell all. Will be at the library not the firehall. Pies will be \$15. Need big bright sign for pies inside. Stephen would like to procure permanent signs for plant sales.
5. Stephen wants to upgrade electronics – new TV and perhaps movie nights. Also wants to upgrade public access computer. Dorset will let us use their printer and paper folder to send out the appeal letters. Will get image of our letterhead from express copy. Stephen would like to update our letterhead.
6. There has been an increase in the number of patrons coming into the library in the evenings – mostly families with children. Good trend. There was however a decrease in the number of persons who came in during Old Home Days.

7. Gosnell grant in hand \$3,000 as needed and \$2,000 for summer reading.

**Old Business:**

**Summer Reading Program** – comments/feedback. Photos are on the website from the program. Every day had a different professional guest who spoke to the kids about their jobs.

**Old Home Days** – Discussion on number of people who came by – not as many as in years past.

**New Business:**

Discussion of 25<sup>th</sup> anniversary of the library – Birthday party maybe cupcakes from Sarah – maybe merch. Maybe new logo? Paint needs refresh inside library.

Approve Policy – Changes read and discussed – Motion to accept by Anniken Second by Erica – call for vote Approved motion carried.

Letter to Select Board - Will redraft and will discuss first with historical society re our suggested request for help with energy resilience.

Motion to adjourn –Anniken, second Erica – motion carried.

**Adjourn pm by Judy Zinn.**

Next meeting September 18, 2023  
Submitted by Anniken Davenport