R.K. Kittay Library

Trustee Meeting Minutes – Draft

May 19, 2025

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

Members Absent: Erica Shott, Kristin Finch, Sarah Porter

Call to order at 7:04 pm by Judy Zinn

Public Comments: None

Approve Minutes – Approve minutes from April 2024. We are holding minute approval until next month – need to discuss treasurers report. Treasurer was absent.

Financial Report

Approval of Treasurer's Report. Will hold – treasurer is absent. Was unable to withdraw from our foundation account on account of "glitch" on their end. Trying to get through their red tape.

Director's Report:
Development: The $10,000 donation has been initiated! Will be a wire transfer.
Programs/Events:

- **Cookbook Club –** 12 people attended first meetup. Great feedback from RVT, high interest expressed in continuing.
- **Board Game Night –** 18 people this month, continues to be a successful collaboration.
- **STEAM Saturdays** – The library has received an extremely exciting donation of a 3D printer for STEAM programming! Jenna has a new volunteer, Elisha, who is interested in running STEAM programs and offering instruction sessions for patrons to learn how to use the printer. He is helping create a list of supplies (for the printer and other tech and engineering materials) which I can use the CLiF programming grant to purchase. 2-4 kids come to steam Saturdays regularly with others sometimes dropping in.
- **There are more volunteers (2) new ones**. Still some problems with a couple of volunteers.

2nd CLiF Author Event – Jenna couldn't attend this due to a family emergency, but Judy was there, and Amanda reported that it was a great event. Jenna will collect all the remaining giveaway books this week and follow up with Cassie at the CLiF foundation. Judy reported that kids loved the event.

Old Business

- High School Scholarship – has been picked. Jenna will notify school.
- Plant Sale – comments/feedback – We need a plan as to who is in charge of each event. Rain was a bit of a disappointment. Very little traffic.

- Golf Tournament – count of teams. All set for June 1. Same prices as last year. So same menu as last year. Who is doing tea cup auction? Everyone expected to solicit or contribute one item. They have to be there Sunday morning all prepped.
- Bylaws – Amendment – no action yet
- 6th Grade Reading Award -Jenna has gift cards. Judy will take gift cards to school.

New Business

- **Mum + pie sale --** Jane wants to have planning meeting sometime in June and would like someone from the library board to attend to coordinate both fundraisers (raffle + mums sale). jane would like a planning meeting in June for pre-planning. We need a trustee to coordinate the plant sale.
- **SRP + VINS wildlife program–** Both summer programs have been added to the school newsletters. Jenna will be visiting the elementary school to promote SRP at All-School Meeting before the end of the school year. She's working with Amanda to finalize permissions and details for a library card drive, and can hopefully do that at the same time. **Unfortunately, there has been no movement from school to get permissions for library card issuance. Parents need to provide permission.**
- **Future Planning Discussion – l**ogic model or theory of change to explain what you do and why. Trustees will take home simplified model and bring back for next meeting. Idea is to focus on the mission and who we serve.

Thank you notes

Next meeting June 16, 2025 Motion to adjourn Jean. Motion seconded Morgan. All in favor. Adjourn

Respectfully submitted by Anniken Davenport