R.K. Kittay Library

Trustee Meeting Minutes – Draft

June 16, 2025

Members Present: Jenna Devany Waters, Morgan Horton, Judy Zinn, Jean Nardi, Erica Shott, Kristin Sarah Porter

Members Absent: Anniken Davenport, Kristin Finch

Call to order at 7:07 pm by Judy Zinn

Public Comments: None

Approve Minutes – Need to figure out who seconded approval of April minutes before we approve - move approval to July meeting after Anniken reviews recording to figure out who seconded.

Approve minutes for May 2024. Morgan moved to approve May minutes, Judy seconded. No discussion, April minutes approved.

Treasurer's Report: Treasurer is absent but sent updates via email. Budget is in the black thanks to golf tournament and distribution from endowment. Board needs to discuss the budget going forward and how we want to handle fundraising.

Erica discussed treasurer's responsibilities with Kristin and showed her how to create reports, but she made need a refresher.

Jenna worked on bank access with Kristin and that should be resolved.

Kristen needs to connect with Maureen to be sure she is connected with the bank. Erica and Jean will connect with Kristin to review treasurer's duties and processes to ensure she has everything she needs and a good understanding of what needs to be done.

Will hold approval of treasurer's report until July meeting when Treasurer is present.

Director's Report:

DEVELOPMENT: The $10,000 donation has been received and deposited. Also received a $1000 gift from the Yackel family which has been deposited.

ONGOING:

- **Game Night:** 20 people this month, lots of teens and kids. Donuts were a definite hit! :) Nice mix of new and returning participants. Kristin and John co-hosted. Next month will coordinate with RVT's Root Beer Float party and will feature the library's yard game collection.

- **Cookbook Club:** No meeting this month due to everyone's travel conflicts. The July meeting will be Bobby Flay's *GRILL IT!*
- **STEAM Saturdays:** Elisha has installed the software for the 3D printer on the public computer and has it calibrated and printing! He will be training me next week, and we are hoping to release a schedule in July of days when patrons can come learn to use it and print their own models. I received permission to use the CLIF programming grant to purchase STEAM/makerspace supplies, and added some engineering kits and "simple machine" books for hands-on engineering activities this summer.

UPCOMING:

- **Summer Reading:** Sent home summer reading bingo cards to all the Mettawee families, and doing a grand prize raffle for anyone who completes a blackout card. Scarlotta's is donating free ice cream tokens for every 'bingo' (up to 12 per card). Also compiling summer reading displays with a selection of the LTS and BBA summer reading lists, and have reached out to LTS to have the library listed as a repository for summer reading.
- **Summer Reading Camp:** Flyers went home to all Mettawee students. So far we have one registered family; I will continue to promote it online and in the library and work with Kelli to confirm additional registrations.
- **VINS Wildlife Program:** Flyers went home to all Mettawee students, and I am advertising online as well as papering all the usual neighborhood stores, post offices, etc. This is planned for the Sunday after SRP ends. (Sunday July 27, 12-2pm)
- **Mums Sale:** RVT would like to hold a planning meeting to collaborate on the raffle/mums sale. We need to let them know who the point person will be overseeing our portion of the day.

Agenda:

Old Business

- High School Scholarship
    - Awarded to Jackson Kitts (BBA), check will go directly to Jackson. Note: Need to let BBA know before the end of April to be included in their awards ceremony
- 6th Grade Reading Award – Waylon Bushee and Ryder Terry
- Golf Tournament
    - Went well, got 16 hole sponsors and 36 players.
    - The incentive for early registration drew players, but meant that we made less money. Next year we should offer an incentive for hole sponsors instead.
    - We would like to get at least 18 hole sponsors, maybe more.
    - Teacup auction went well. Would like to get the items earlier.

Bylaws-Amendment tabled

New Business

Future Planning Discussion - tabled until full board is present

Other

- Jean asked how Jenna is feeling now that she has been in the position for a while
    - Very good, excited to transition into summer reading and looking forward to being in the space more.
    - Programming is hitting its stride
    - Need to follow up with permission to get kids library cards. Sent instructions and permission slips home, but waiting to see how many were returned. The school is resetting email accounts to allow everyone to have access to audiobooks at the beginning of the school year. This will allow kids to access on their own remotely.
    - Got great input for summer reading Bingo challenge
    - Programs
        - Summer reading program kids will create art that will be displayed in the library through August
        - Artists - New fiber artist coming in September (a fiber talk would be great) and another artist in November. It has been difficult to make time to connect with artists and board help would be appreciated. We might want to consider doing a fall photo challenge with art submissions from the community. Themed calls instead of single artists might be more effective.
        - Game nights - None in August because of Old Home Days
        - Mums and pies - Is there anyone else we could get mums from? Should we book the fire house in case of rain? Judy will call. We will find out what rain plan is from RVT and then make decisions. Could depend on the number of presales we get. Also need to determine what is the right number of pies. Can everyone ask 5 people to make a pie? We can have a sign up sheet after Old Home Days. Sarah will ask churches to ask congregations for pies.
    - Need to add Jackson's name to the scholarship plaque
    - Fundraiser ideas - Bingo, trivia, games for kids, maybe a kids' trivia night in late January to early march
    - Spooky stories - Thursday night before Halloween 10/30
    - Have we talked about having t-shirts for the library? Could have sponsors on the back. Could have a design on the shirts by a local artist.

Thank you notes - none to go out

Next meeting – July 21, 2025

Adjourn: Motion by Jean Second by Erica, Vote, adjourned at 8:22 p.m.

Respectfully submitted by Morgan Horton