

## DRAFT – MINUTES

### Barnet Public Library - Board of Trustees Meeting – November 10, 2022

The meeting was called to order at 7:03 pm.

#### **In Attendance**

Linda Cochrane, Dylan Ford, Laura Goldberg, Julie Roos, Jackie Verley and Sue Wood.

#### **Agenda**

No additions or deletions were made.

#### **Approval of Past Minutes**

The minutes from the board meeting of October 20, 2022 were approved, with the addition of the name of Martin Bones as instructor of future ski prep class, and the date the Vermont Fairy Tale Festival took place being 9/17/22.

#### **Board Chair Report**

None.

#### **Treasurer's Report**

The 11/7/22 budget status was approved with a change in the budgeted line item for Internet from \$490 to \$1,150, and telephone from \$490 to \$550.

Current balance in Passumpsic checking account is \$29,232.43. Current balance in Edward Jones investment account is \$112,526.07.

New credit cards were received.

#### **Librarian's Report**

- There were 300 children at Trunk Or Treat! Holding the event at Barnet School worked very well, both in terms of physical space and involvement of teachers. All BPL books were distributed.
- Future event is planned – a movie night with gift making –at both Barnet and McIndoes libraries.
- Next year's Summer Reading theme will be "All Together Now."
- There will be a workshop offered on mushroom growing. Instructor is the son of a Barnet Library patron; he teaches classes on this subject.

#### **OLD BUSINESS:**

##### **Art at the Library**

First class of the season has happened – Natural skin cream with Wendy McKenzie. Eight people signed up and five attended. The next class will be Paper Art with Becky Boardman on 11/30. After that will be the wreath-making class with Annette Hyder on 12/7. There is space for 12 people. Julie Roos will take care of supplies. Cleanup is a significant component of running this class; it can take place the following day.

Art at the Library is scheduled through January.

A potential future Art at the Library class is Papermaking.

A question arose about receipts for attendees who ask for documentation of their class fee for tax purposes. Consensus was that if someone asks, a receipt will be provided.

##### **Edward Jones update**

Meeting at Edward Jones will be 11/29 with Julie Roos and Jackie Verley attending.

**A motion was made by the Board to give Jackie permission to have access to the investment account and to have her name added to it. This motion was unanimously approved.**

## **Annual Appeal Letter**

Copies of the draft annual appeal letter were distributed, and edits and design ideas were discussed and noted. Becky Boardman will be contacted for a photo depicting an Art at the Library class. Julie and Jackie will work on incorporating the ideas for changes and prepare a final version of the letter, which will be proofed and then brought in to be signed by the board members. The letter will then go to the printer (likely Copies & More). Heavier, 24-lb. paper will be used this year as it results in higher quality printing, especially of color photos. Estimated cost per letter, including paper, envelopes, printing charges and postage, will be approximately \$1/letter. Last year 130 letters were sent out; this year 150 will be printed to cover any additional recipients.

Letters should be ready to go out after Thanksgiving. The Board will hold an envelope-stuffing party in early December.

## **BUDGET**

There was a detailed discussion of many line items, resulting in proposed adjustments for inflation and changing library needs. See attached budget for final numbers.

### **Income:**

Town tax appropriation: See below. The library will be requesting an appropriation of \$32,000 at the March 2023 town meeting. This is an increase of \$1000 from the request of the past two years

Grants: Budget up to \$300

**The Association for Rural & Small Libraries is offering an anonymously funded, one-time grant of up to \$15,000 for LED lighting; it is called Facility Sustainability Initiatives. Updating the library's interior lighting has been a goal for some time. Dylan will check to see if Barnet Library qualifies for this grant and apply for it if we meet the criteria. The application is due 11/22/22. Dylan will ask Ian Ash for estimates for both LED conversion of existing lighting and one for total lighting replacement.**

### **Expenses:**

Telephone: Budget up to \$550

Internet: up considerably to \$1150 for new, faster service

Adult books: up by \$200 to \$2200

Children's books: up by \$100 to \$1100

Magazines & newspapers: Increase budget to \$450 from \$300. Dylan would like to add The Week Junior to our subscriptions.

No change in budget for E-books/audiobooks or website.

Automation (our library software) Budget to go up slightly to \$200.

Postage: Always getting more expensive; adjust budget request from \$200 to \$325.

Special Events: COVID/ARPA funding is gone. Return budget to \$900.

**Salaries: A motion was made to increase the Library Director's hourly pay to \$21.00/hour x 21 hours per week. This includes a 3% cost of living increase. This rate starts December 1, 2022. The motion carried unanimously.** There will not be a change in the line item budget request of \$25,000 for salaries, since Dylan has not hired a library assistant (she has not had any appropriate candidates thus far). The balance of this budget, after Dylan's gross annual salary of \$22,932, will be used to pay for substitutes as needed.

**A motion was made to approve the new budget with all adjustments as above and to increase the town appropriation request by \$1,000 to \$32,000. Motion carried unanimously.**

## **NEW BUSINESS:**

### **Lighting follow up**

Julie has looked into what kinds of help we might get from Efficiency Vermont, and will continue to explore this after the **Association for Rural & Small Libraries** grant has been applied for, and get estimates for the lighting work, both indoors and outdoors.

### **Credit card update**

**A motion was made to designate Jacquelyn Verley as the Barnet Library Board Business Officer. She has permission to access the Board credit card. Motion carried unanimously.**

Jane Casavant's name needs to be taken off the credit card.

Julie Roos's name needs to be taken off the credit card.

Jacquelyn Verley's name needs to go onto the credit card.

### **Other new business**

Three library board members need to be nominated and elected at Town Meeting:

- Linda Cochrane will be nominated for Becky Boardman's position
- Jackie Verley will be nominated for Ashley Wright's position
- Julie Roos' term is finished in March and a replacement will need to be nominated.

A motion was made to adjourn the meeting at 9:25 pm.

Respectfully,

Laura Goldberg, acting secretary