

MANCHESTER COMMUNITY LIBRARY

BOARD OF TRUSTEES MEETING

**Tuesday, November 5, 2019**

**Trustees Present:** B. Allen, D. Citron, J. Clark, M. Heilemann, M. McLaughlin, L. McKeever, S. McManus, Christine Miles, K. Monahan, R. Mowrey, K. Orme, L. Oskam, D. Quesnel, N. Wolf **Staff Present:** J.V. Gannon, K. Morrison, K. Williams (by phone)

| Item/Topic                      | Discussion/Motion                                                                                                     | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Person Responsible | Status | Due Date |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------|----------|
| 1. Call meeting to order        | Meeting called to order at 5:30 p.m. by K. Orme.                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |        |          |
| 2. Review of Minutes of 10.1.19 | No corrections                                                                                                        | Motion made to accept 10.1.19 minutes as written.<br><i>Motion approved unanimously.</i>                                                                                                                                                                                                                                                                                                                                                                               |                    |        |          |
| 3. Public Comments              | None.                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |        |          |
| 4. Nominations                  | Governance presented nominations for Treasurer and Vice-President to fill vacancies created since last Board meeting. | The Governance Committee nominates Dave Citron to the position of Treasurer effective immediately, for the remainder of FY20, through July 31, 2020, to fill the vacancy created by the resignation of Jeff Wilson.<br><i>Motion approved unanimously.</i><br><br>The Governance Committee nominates Martha McLaughlin to the position of Vice-President, effective immediately, for the remainder of FY20, through July 31, 2020, to fill the vacancy created by Dave |                    |        |          |

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| <p>5. FY21 Budget Draft</p>                       | <p>J.V. Gannon presented the draft, thanking others for their input, and reminding everyone it is a working document. She reviewed each section, provided rationale for both income and expense deviations from FY20 budget, and identified line items still under review. The ILS computer software and likely telephones will be purchases made in FY21. J.V. Gannon discussed how budget is presented to the Town and process for getting on the ballot. J.V. Gannon will confirm with Town Clerk what format of the budget is required. The Finance Committee will continue to review the draft budget to present a final balanced budget for approval at the Board meeting on December 3, 2019. Any line items that change from the draft will be reflected in Finance Committee minutes.</p> | <p>Citron moving from Vice-President to Treasurer of the MCL Board of Trustees.<br/><i>Motion approved unanimously.</i></p> |  |  |  |
| <p>6. Committee Reports</p> <p>a. Advancement</p> | <p>K. Orme asked Committee Chairs to present only information not included in minutes circulated in Board packets and to take questions.</p> <p>M. Heilemann gave a shout out to K. Williams for adding online giving to ways the MCL can receive donations. MCL will participate in Giving Tuesday on Dec. 3</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                             |  |  |  |

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| <p>b. Executive</p>       | <p>No report.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |  |  |  |
| <p>c. Facilities</p>      | <p>D. Quesnel reported he and J. Armatruto are exploring opportunities to save money. HVAC monitoring system still under consideration.</p>                                                                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |  |
| <p>d. Finance</p>         | <p>D. Citron remarked we are now three months into FY20 and on track. The FY19 audit has begun, with goal of completing by end of November. FC will explore options for placement of cash held in checking account to address cash flow, as needed. J. Clark asked if we have a line of credit and D. Citron said we do not.</p>                                                                                                                                                                                                                                |  |  |  |  |
| <p>e. Governance</p>      | <p>N. Wolf reported no new information.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |  |
| <p>f. Human Resources</p> | <p>L. McKeever had no new information.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |
| <p>7. ED/Staff update</p> | <p>J.V. Gannon highlighted Halloween activities and Cindy Waters' recent participation in PBS This Land: The Changing Story of Rural Vermont survey results, which she said are reflective of Manchester and the MCL vision. J.V. Gannon asked trustees to save the dates for November 15 MCL 5<sup>th</sup> Birthday Party, December 10 Trustee-Staff Holiday Party, and December 18 Taconic Players concert. She updated Board on ongoing search for Collection Librarian and Children's Librarian. She said Lauren Roppolo and Stephen Niles are working</p> |  |  |  |  |

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| <p>8. Old Business</p> <p>9. New Business</p> <p>10. Executive Session</p> | <p>on their Vermont Certificate in Public Librarianship. Two staff members attended New England Librarians Association meeting. J.V. Gannon hosted 14 community organizations' EDs and a trustee or other representative to discuss their challenges, opportunities, and ways the organizations could collaborate. The issues identified for first attention are work force challenges and calendaring to avoid conflicts among events.</p> <p>K. Orme reminded Board of Dec. 10, 5:30-7:30 p.m., holiday party for staff, hosted by Board. M. McLaughlin asked trustees to make modest contribution toward expenses for the event. N. Wolf read thank you note from S. Kropa for restaurant gift certificate.</p> <p>None</p> <p>K. Orme called for a motion to move into Executive Session.</p> | <p>A motion was made to enter Executive Session to discuss a personnel matter, pursuant to Title 1, Sec. 313, subsection (a)(4) of the Vermont State Open Meeting Law. <i>Motion was passed unanimously.</i></p> <p>The Board began Executive Session at 7:02 p.m. At end of discussion, a motion was made to return to Open Session. <i>Motion passed</i></p> |  |  |  |
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