

Manchester Community Library Board of Trustees Regular Meeting Minutes Tuesday, May 9, 2023

The Manchester Community Library is open to all as an inspiring gathering place for the community, providing opportunities and resources for personal enrichment and growth.

Trustees Present and Constituting a Quorum: Amanda Baer, Melissa Bell, Rhonna Cass, John Clark, Ruth Corbett, Fran Fauver, Peter Kinder, Katherine Monahan, Kate Orme, Margi Putney

Trustees Absent: Clark French, Ann Graham, Linda Oskam

Staff Present: Edward Surjan

Call to Order: Chair J. Clark called the meeting to order at 4:06 pm.

Consent Agenda: A motion was made by F. Fauver to accept the consent agenda, seconded by M. Bell. The motion passed unanimously.

Executive Director Comments: E. Surjan stated there has been lots of activity occurring recently and this will continue in the coming months.

- The Library has formally joined the Catamount Network Consortium, which is expected to be a 6 months long process to migrate our existing catalog to theirs. The benefits to MCL will be a much improved shared catalog across the entire network, resulting in a better level of service for patrons.
- Pre-processing of materials (bar codes, book jackets, etc.) has begun, with the first delivery from Ingraham already received and follow-up with Baker and Taylor expected. The minimal additional cost per item is offset by the increased time librarians will be able to spend with patrons.
- YTD the number of library visits stands at 29,000 vs. 22,000 this time last year. The projection for the entire year could be 50,000 visits, significantly ahead of even pre-pandemic levels.

In response to Trustee questions Surjan said he will report back on additional figures about the number of organizations using the building and adult vs. children's visits, data that will also be important to know. "Peak patronage point" and the potential stresses on Library operations was also discussed.

- MCL has been awarded a prestigious \$20,000 grant from the American Library Association's program, Libraries Transforming Communities: Focus on Small and Rural Libraries. According to our application we will focus on improving the

accessibility of the print collection for all children, especially those with physical and neurodivergent disabilities.

- Surjan reviewed minor changes to the staff organizational chart. Until a new Advancement Director is found he will be spending more time on those responsibilities and Paige Vignola will handle more operational duties in addition to her programming job.

Advancement Update: J. Clark reported that we are within \$75,000 of our revenue goal for FY23 with 3 months left to go. He stressed the importance of connectors getting in touch with their donor prospects within the next two weeks before the final solicitation goes out.

Daniel Gostelow has been promoted to Advancement Coordinator in recognition of his excellent work. MCL will once again participate in and be a beneficiary of the Win Hoyt Golf Tournament in September. Habitat for Humanity will be the other beneficiary and has agreed to take over the bookkeeping for the funds received.

Spring Fundraiser: R. Cass updated details of the June 15 event with author Chris Bohjalian, including a silent auction. Trustees are asked to purchase 2 tickets apiece and also assist with securing auction donations. M. Bell and F. Fauver reviewed letters and prospects for auction donors.

Finance Discussion: R. Cass reviewed the status of the 3 year budget plan being drafted by the Finance Committee. Some of the assumptions that are framing the decision process to ultimately lead to a recommendation for a Town appropriation figure were shared. Data from the IMLF has been useful in helping to position where MCL stands in relation to other libraries in Vermont and nationwide. In general, MCL provides high value for the amount of taxpayer funding received.

A key piece of the strategic approach will be soliciting community input about what MCL should be and the associated costs for that. Ways to get that (via quarterly town hall forums, survey or something else) were discussed, but no decision was made.

The plan will likely use a growth projection of 3% on the top line and will also include a facilities maintenance budget and a capital expenditures budget. A draft plan will be presented at the next Board meeting.

New Trustee Candidate: J. Clark presented the recommendation of the Governance Committee to nominate Jeff Spencer to the Board.

P. Kinder made a motion to approve Jeff Spencer's nomination to the MCL Board of Trustees for a term of three years, effective August 1, 2023, seconded by M. Bell. The motion passed unanimously.

Line of Credit: The Bank of Bennington has agreed to issue MCL a LOC of \$250,000 at a variable interest rate. The Finance Committee feels this will be an important tool to have access to additional funds, if ever needed, in a special or emergency situation.

R. Cass made a motion, seconded by F. Fauver, to obtain a \$250,000 Line of Credit from Bank of Bennington. P. Kinder amended the motion to include that the use of the LOC would be approved by the Board upon recommendation from the Finance Committee, or by the Executive Committee as stipulated in the By-laws. The amended motion passed unanimously.

FY24 Meetings: J. Clark proposed reducing the number of Board meetings in FY24 to 6 - September, November, December, February, April and June. Additionally, Clark restated the need to have an offsite Board retreat in FY24 and suggested two possible dates. There was consensus that November 3-4 should be the retreat date.

Executive Session: A motion was made by P. Kinder to enter Executive Session at 5:50 pm. It was seconded by M. Bell and passed unanimously.

A motion was made by F. Fauver at 6:32 pm to exit Executive Session. It was seconded by P. Kinder and passed unanimously.

Adjournment: The meeting was adjourned at 6:33 pm.

Next meeting: Tuesday, July 11, 2023 at 4 pm.

Respectfully submitted,
Kate Orme
Secretary