

Manchester Community Library
Board of Trustees Regular Meeting Minutes
Tuesday, September 12, 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, Fran Fauver, Ann Graham, Peter Kinder, Katherine Monahan, Linda Oskam, Margi Putney

Honorary Trustees Present: Linda McKeever

Trustees Absent: Ruth Corbett

Staff Present: Edward Surjan

Call to Order: Chair J. Clark called the meeting to order at 4:07 pm.

Consent Agenda: A motion was made by F. Fauver and seconded by A. Graham to accept the consent agenda.

Executive Director Comments

- Staff and team development and retention are critical.
 - Three new staff members have been hired. One is an experienced public librarian, the other a Master of Library Science candidate, and the third a recent UVM graduate. All happen to be Manchester residents.
 - E.D. is currently identifying professional development opportunities for staff.
- Facilities Maintenance Plan
 - ED is working on formalizing this with the Trustees.
- Community survey
 - Listening to the community is vital. It should inform decision-making and be a reality check comparing our thoughts to the community's experience.
 - Attempts for community feedback have not been successful:
 - Public comment during board meetings was rarely attended.
 - Town Meetings we've had in the last year have been sparsely attended.
- 10th Anniversary planning to begin:
 - Next year (Fall 2024) is the 10th anniversary of this building and the name change to Manchester Community Library
- FY25 Appropriation Campaign:
 - Already underway. Conversations with influencers and donors have begun
 - Key messaging: testimonials from influencers and donors AND explanation of how we are funded in contrast to other libraries in the state.
 - E.D. will present an overview of the Library to the Town Selectboard.
- FY24 Advancement Planning:
 - We have measurable goals and specific actions.

- Last year, MCL raised more money from fewer donors, so we'd like to broaden our support and see an increase in gifts.
- Programming analysis:
 - Currently running at or near capacity with programming.
 - FY24 plans to do more targeted programming rather than just doing more.
 - The staff is working on creating a dashboard of "Library Vital Signs" to share data. This will be updated regularly.

EOY Financial Statement

- The Advancement Committee, ED, and the team exceeded the individual giving goal.
- Facilities rental had a philosophical change; MCL decided not to charge nonprofits/501(c)3 rent. This helped rally the community around the library. But we needed to make up that difference.
- Employee retention tax credit & O'Neill Foundation grant helped us reach our goal.
- Greater frequency is needed in cleaning the building, therefore, higher cost. Electrical costs have normalized, as well as HVAC costs.
- The year ended with an operating surplus of \$81,000 without using operating reserve.
- FY24 was an approved deficit budget, but in re-forecasting, it looks like it will be closer to breaking even.

Treasurer's Report

- Line of Credit (LOC) approved. It will be renewed annually. "Arrow in our quiver." It's there if we need it.
- Consolidated from two banks to one. We occasionally go over the federal reserve protection total. Aware of it.
- The annual audit is underway.

Board President Report: State of the Library

- On June 17, 2022, no librarians were working in the library. August 18, 2022 Ed Surjan was hired. We are about to have 4 librarians on staff.
- 2022 aspirations-75% voter approval for appropriation, doubling individual annual giving, doubling endowment.
- We are an outlier in terms of funding for a public library.
- MCL is known as a resource throughout the county, not just in Manchester.
- We are stewards. What do our constituents want? Endorsement for survey.
- FY23 accomplishments:
 - Extended trustee terms.
 - Established LOC.
 - Created a 3-year operating budget.
 - Raised approval for appropriation from 62% to 67%.
 - Scheduled an annual board retreat
 - Onboarded a new Executive Director.

- Generated goodwill among patrons.
- Deepened ties with town hall.
- Established leadership role among nonprofits.
- FY24 “The Year of Culture & Values”
 - What are our core values?
 - The Board retreat will focus on this.
 - What is a 21st-century library?
 - We are a community service organization. How can we serve the community better in this role?

Old Business

Fall Stewardship Event will Sept. 21, 2023. This event appreciates donors who have donated at least \$500.

New Business

No new business

Executive Session: Fran Fauver motioned to enter Executive Session at 5:29 pm. The motion was seconded by Peter Kinder and passed unanimously.

Fran Fauver made a motion to exit the Executive Session at 5:46. The motion was seconded by Melissa Bell and passed unanimously.

Adjournment: The meeting was adjourned at 6:03 pm.

Next meeting: Saturday, November 4, 2023, at 10:30 am.

Respectfully submitted,

Margi Putney

Secretary