

Manchester Community Library
Board of Trustees Regular Meeting Minutes
Tuesday, February 13, 2024

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 (remotely), Katherine Monahan, Liz Perkins, Margi Putney, Jeff Spencer

Trustees Absent: Ruth Corbett, Linda Oskam

Staff Present: Edward Surjan

Call to Order: Chair J. Clark called the meeting to order at 4:01 PM.

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

Executive Director Report

Town appropriation update

- Lawn signs coming
- Call lists ready
- Postcards will be mailed
- Lots of social media and newspapers, editorial endorsement from the Manchester Journal

Employee retention refund

- Not sure when we will receive it; IRS processing has slowed.

Staffing:

- Deb Hansen has moved away.
- Emily Bellows returned from maternity leave.
- Claire Sunderland has reduced hours.
- New part-time hire for help desk, Brenda Borden. Brenda is working on Vermont Library Certification.
- Kira Mait, Communications, is leaving at the end of March.

Community Engagement Survey

- Reached out to 3 firms for proposals.

Library Stats

- New dashboard of statistics for visits, programs, and circulation was presented and reviewed.

Town appropriation part 2,

- Appropriation is all or nothing. If the vote doesn't pass, there is no money. Have 30 days to revote.

Finance Committee

- **Q2 Update**
 - We are about where we should be at this point (halfway through the year). Cautiously optimistic.
 - Payroll is the largest expense category. Running lower due to personnel.
 - February is when we get the second portion of the appropriation
 - A cash flow policy is something we want to create.
 - Maple Capital could present to the full board as education in March or May. How to find a time.
- **Hunter Room Acoustics**
 - Separated the acoustics portion of the bid from the AV portion of the bid.

J. Clark made a motion to approve the DNR bid for the acoustic portion of the bid. M. Bell seconded. The motion passed unanimously.

Facilities Committee

- Has just been re-established.
- Will meet monthly.
- Jennifer Amatrouto, J. Clark, Jeff Spencer, Dave Quesnel, Ruth Corbett. Potentially invite another local contractor, builder, etc., to join.
- Will start a "hit list" of priorities.
- Need to create a policy that determines where funds come from based on the size of the project.

Governance

- **Collection Development Policy**
 - **Fauver motioned to approve the collection development policy, which Bell seconded, and all approved.**
- **Putney made a motion to approve Article 8.8 of the bylaws which places limits on the Line of Credit. Cass seconded, and all approved.**

New Business

- A cocktail party for female supporters of the library is upcoming on March 1.
- Will remove ourselves from Hoyt Golf Charity. Wasn't beneficial for the amount of work.

**Fauver made a motion to enter Executive session, and Graham seconded at 5:29.
Fauver made a motion, and Graham seconded to end Executive session at 5:37 pm.**

Adjournment: The meeting was adjourned at 5:39 pm.

Next meeting: Wednesday, April 10, 2023, 4 PM

Respectfully submitted,

Margi Putney

Secretary