

**Manchester Community Library  
Board of Trustees Meeting Minutes  
Tuesday, September 10, 2024, 4 PM**

**Trustees Present:**

Melissa Bell, John Clark, Peter Kinder, Fran Fauver, Jeff Spencer, Rhonna Cass, Margi Putney, Amanda Baer and Katherine Monahan

On Zoom: Liz Perkins

**Trustees Absent:** Ruth Corbett, Ann Graham

**Staff Present:** Edward Surjan, Ellen Ogden

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

**Consent Agenda:** P. Kinder moved, seconded by M. Bell, to accept the consent agenda.

**Executive Director Report**

Ed highlighted his written report, submitted before the meeting, with detailed information regarding “Groundwork for a roadmap” for MCL now and in the future. All agreed it was an excellent outline of core library services, the foundation of the library, and a plan going forward. It will be included in the Trustee binder.

Ed welcomed Ellen Ogden and detailed her efforts thus far. Ellen will attend all Board meetings.

**Advancement Overview**

Ellen reviewed where we are with donations as well as Goals for 2025:

- Develop the online donor portal
- More frequent donor communication
- Expand donors, including making online donations easier (monthly or annually)
- More signage and visibility
- Expand matching funds and planned giving.

## **Community Survey**

Margi reviewed the preliminary results from the survey:

- 400 responses. Of those responses were 72% Manchester residents
- 74% say they attend programs or events and consider it important
- Two things were highlighted as influencing the use of MCL: Parking and hours of operation
- 70% said that they understand our funding

Further analysis will be done when the committee meets to review the results.

## **Board President Report: State of MCL**

John reviewed accomplishments from last year:

- Revenue benefited from an individual one-time gift as well as COVID funding
- Expenses benefited from the lack of a Director of Advancement salary
- 40% of funding from the town of Manchester; increase in appropriation
- Change in fiscal year
- Reputational strength increased locally and regionally.

John laid out objectives for the coming year:

- Update facilities/Hunter Room acoustics
- Support Ellen's efforts
- Use the results of the survey to inform operations
- Continue to grow relevance in the region.

## **Executive Session**

**Peter Kinder moved to enter an Executive Session at 4:42 pm. Melissa Bell seconded, and it passed unanimously.**

**Peter Kinder moved to exit an Executive Session at 5:00 pm. Margi Putney seconded, and it passed unanimously.**

## Treasurer's Report

Rhonna Cass presented the year-end financial statements:

- MCL had a surplus of \$14,456 this year
- The expenses that exceeded the budget were in the areas of technology, AV and digital design, Library communication and outreach, Cleaning services, Hunter room acoustics, and painting.
- Individual Giving and Grants exceeded the budgeted amount.
- The balance sheet remains strong
- Line of Credit with Bank of Bennington renewed at \$250,000
- The audit done by RHR Smith & Co. concluded with an Unmodified Opinion confirming that our records are accurate, with no issues.
- The finance calendar for the year was presented, with key steps to be taken throughout the fiscal year to ensure a timely and complete request for the Town Appropriation.

Meeting with Maple Capital on January 13, 2025, will be at the Board Meeting at 3:15 pm.

## Governance

Margi reported on the results of the Trustee survey:

- Overall rating up from last year's survey to 4.3
- Some members were not sure about safety training...discussion ensued on scheduling all appropriate training in a timely fashion
- Some members were not sure about personnel policy....discussion ensued on making sure the policy is reviewed annually
- Some members were not sure about the succession plan ...discussion ensued
- Improved rating on Board Education over last year, but members still want more
- Importantly, members agree on areas of focus for the coming year:
  - Fundraising
  - Recruiting new Board Members
  - Strategic Planning

- Facilities maintenance
- Parking

## **Privacy Policy**

Ed outlined the MCL Privacy Policy changes incorporating the passage of Vermont Bill S.220. The updated policy reflects all the mandated changes.

**Melissa Bell moved to approve the Manchester Community Library's new privacy policy, which was seconded by Jeff Spencer. It passed unanimously.**

## **Old Business**

None

## **New Business**

Melissa Bell asked the Board to consider holding a special dinner in November for the donors who funded the building of MCL 10 years ago as part of the anniversary celebration. John asked that she work with Ellen and write up a proposal.

## **Executive Session**

**Peter Kinder moved to enter the Executive Session at 6:18 pm, and Rhonna Cass seconded.**

**Melissa Bell moved to exit the Executive Session at 6:21 pm, and Peter Kinder seconded.**

**Adjournment at 6:25 pm.**

**The next Meeting Retreat is on Friday, November 1, at noon.**

**Respectfully submitted,**

**Fran Fauver**

**September 12, 2024**