

# Grafton Library Trustees Meeting Minutes

October 20, 2022

*The meeting was called to order at 6:03.*

## **Present**

*Trustees:* Andrew Cushing, Karen Johnson, Jeff Nunes

*Public:* Leif Hogue, Selectboard; Katelyn Coolley, Library Director; Elaina Bergamini, FOGL Chair; Mary Gasiorowski, FOGL Treasurer; Susan Tresch Fienberg, Trustee Alternate

## **Immediate Business**

### Trustee Roles

The trustees agreed that moving forward, Andrew will serve as Chair, Karen will continue as Treasurer, and Jeff will serve as Secretary after he has become more familiar with the work of the Trustees. In the meantime, Andrew will produce the meeting minutes.

### Approval of minutes

The trustees voted unanimously to approve the minutes of the September 15 meeting.

### Susan's resignation

The trustees accepted Susan's resignation as Trustee Alternate. She will continue in her role through the November meeting when she will conduct a review of progress toward meeting the objectives of the strategic plan. Andrew will replace Susan as the primary Trustee contact listed on the town website.

### Pole Barn Items

The Trustees were informed that some library items remain in the Pole Barn. Andrew volunteered to remove the items.

### Budget Presentation to Selectboard and Budget Committee

The Trustees will present the proposed library budget for 2023 on November 22. The proposed budget is due on Oct. 31.

### Letter to the Selectboard

In response to an exchange on social media regarding contributions to the library vs. contributions to FOGL, Andrew read aloud a proposed letter to the Selectboard clarifying FOGL's partnership with the Trustees, its contributions to the library, and the appropriateness of FOGL's saving fundraised income to support library facility expansion on the Library Road

field once the necessary planning has been completed and approvals secured. All three trustees signed the letter.

Leif expressed his belief that many people in town think that every dime they give to FOGL goes directly to the library, which is not the case and a cause of confusion. FOGL receives requests for funding from the Trustees, and FOGL membership votes on the expenditure of FOGL funds. These funds may only be used to support the library's mission, but do not flow directly to the library with no designation.

### **Treasurer's Report**

Karen presented the "Budget vs. Actual" report, which shows that the library has spent 53.2% of its budget through the end of September. Susan commented that this report does not capture expenses that are not paid by the town, so it underrepresents actual expenditures.

Karen also reported the transfer to the library of \$360.77 in interest on town trust funds that are designated for books only. This amount will be applied to this year's bill for the library's Overdrive subscription, which provides free downloadable books for patrons.

The library has received an invoice for Library Trustee Foundation dues. Karen will submit a request for payment with the invoice to Sara. It will come out of the professional development line item.

All invoices were approved and Leif's generous donation to pay the last two porta-potty bills was gratefully accepted. The Trustees also voted unanimously to accept donations noted in the Director's report below.

The Trustees voted unanimously to accept the Treasurer's report.

### **Directors Report**

#### Utilization

There were a total of 124 library visits and 267 checkouts in September.

#### Donations

- 32 books and 7 DVDs were donated to the library.
- Daniel Moore donated \$50 to the library with no restrictions.

#### Programs

- "Puzzle Pals" was piloted in September and future meetings are being planned.
- The Coding Club for youth has not attracted participants, so Katelyn is considering other types of programming to serve tweens and teens.
- The "Bookworms" reading program for younger children will be up and running by the end of the month.

#### Porta-potty

Kate recommends that we change porta-potty vendor to Ron's Johns. This company will provide a new porta-potty and clean it for \$170 per month, which would quadruple the current budget.

#### Newsletter

Susan noted that the Fall/Winter library newsletter is at the printer and will be delivered to every household early next week. As usual, FOGL is covering printing and mailing expenses.

#### **FOGL Update**

- The Garlic Gathering was very successful. FOGL sold a lot of great food, and the Historical Society and LBS also did very well.
- Pumpkin carving will take place this week.
- Progress on creating possible designs for the proposed library sign on Routh 4 have been held up because FOGL doesn't yet have cost estimates and specs from the prison printer, which will set the parameters for the sign. It was noted that the Trustees will make the final decision about sign content and design, and staff will also have an opportunity to weigh in.

*The meeting was adjourned at 7:19*

**NEXT MEETING:      November 17, 6pm at the library**

Respectfully submitted by Susan Tresch Fienberg