

Weathersfield Proctor Library Trustees Meeting Minutes
Thursday, November, 2021 at 7:00 PM
5181 Rte. 5 Ascutney, VT

Approved:

Attendance Trustees: Chair-Mavis Shand, Vice Chair-Cindy Osgood,
Secretary-Anne Parent, John Waite, Rika Henderson,
Guests: Brandon Gulnick, Rick Bates, Olivia Savage
Library Director (LD)-Mark Richardson

- I. Call Trustee Meeting to Order-7:02 p.m
- II. Consent Calendar - *The consent calendar consists of items that are considered to be routine in nature and will be enacted in the form of one motion. Any item can be removed from the consent calendar and heard in its regular order at the request of any Library Trustee or Citizen.*
 - A. Rika made a motion to approve the minutes from 10/21/2021. John seconded and all voted in favor.
 - B. Rika made a motion to approve WPL expenditures dated November 18, 2021 subject to each Trustee's review and signature. John seconded and all voted in favor.
- III. Comments from Citizens on Topics not on the Agenda: Olivia Savage shared that the photography contest for the Town has been successful.
- IV. Library Director's Report: **Moved to New Business to accommodate guests on agenda.**
- V. NEW BUSINESS
 - a. Town Manager- Brandon Gulnick- Budget 2022/2023 Discussion
 - i. COLA - Town Manager shared that the Selectboard has voted to allow a 3% COLA for Town Employees. As the Library Trustees control the Library budget, the Library Trustees will consider COLA % for Library employees and how that may interplay with step increases.
 - ii. Budget Deadlines- Trustees to vote on final budget proposal at December 16, 2021 meeting.
 - iii. Line Item Review (Proposed Budget) - LD Mark, Town Manager and Trustees reviewed proposed budget line by line. Trustees to consider the proposed budget and offer feedback at the December meeting

prior to finalization. Anne to connect with the Town Manager for further information regarding Compensation and Benefits.

- iv. ARPA Updates- More information to come as the Town continues to work on ARPA funding allocation.
- b. Rick Bates Architect and Project estimate update - Rick relayed that there was an error in the schematic drawing shared with Trustees in a prior meeting. The square footage on the schematic was 248 and the actual square footage is 284. This change affects the projected cost of the project by about 14%. Trustees continue to discuss the future of the project in respect to funding and timeline. Thank you to Rick for his navigation thus far.
- c. BY-LAWS (Proposed Revisions) - Tabled until December, 2021 meeting.
- d. **Director's Report** - LD Mark shared that Youth Librarian Glenna continues to pursue her librarian certification. She has one more year until completion. Amazing progress Glenna!! Upcoming programs to include a holiday event at the Weathersfield School on December 14 in collaboration with the Ascutney Fire Department. It should be a fun event for the students and town.
- e. Trustee Terms, Election Status- Chair Mavis will connect with Flo-Ann regarding current Trustee Terms and who will be up for reelection in 2022. She will give an update at the December Trustee meeting.
- f. Establishment of the new LONG RANGE PLAN 2023-2028 working group- The current Long Range Plan covers 2017-2022. For the next year, LD Mark and a Trustee will work an updated plan to cover 2023-2028. John will work on the plan with LD Mark.
- g. Ancillary Accounts Update- Provided via email from LD Mark on 11.19.2021
 - i. Katherine Chapman Fund - This fund is administered by the Trustees of Public Funds. The balance is \$7,154.12 and may only be used for purchasing books. The principle may not be spent. LD Mark believes this was \$800.
 - ii. Trustee Fundraising Fund (Update on Garden Bench and Putnam plaque proposal) - The Library Fundraising Account (controlled by the Library Trustees) stands at \$6,157.75. This includes a recent donation from Chair Mavis for \$200. There is also potential for her company to match the \$200. \$800 will be deducted for the memorial bench and upcoming planned expenditures will be for the Putnam plaque.
 - iii. Reserve Fund - The most recent reconciliation was for the quarter ending September 30, 2021. The balance for the Proctor Library Capital Improvement is \$3,913.72.
 - iv. Endowment Fund - The CD balance is \$50,564.38. There was an Endowment expenditure in September, 2021 in the amount of \$600 for Greenberg (architect), for the reading room design. This will deduct \$600 from the available balance above.

VI. Old Business

A. Trunk or Treat - Trunk or Treat was an amazing success, even in the rain. Thank you to all who participated!

B. Library Furnace (recent maintenance) - Boiler repair is covered under claim. Reserve funds can be used for any additional expense.

VII. Adjourn: Rika made the motion to end the meeting at 9:11 pm. Cindy seconded the motion. All voted in favor.

Submitted by Anne Parent
WPL Board of Trustees Secretary
November 23, 2021