

Minutes: Tunbridge Library Trustee Regular Meeting - FINAL

Date: Tuesday, September 7, 2021

Time: 6:00pm

Place: Tunbridge Public Library

Virtual: Link provided @ tunbridgelibrary.org

ATTENDEES:

- **Mariah, Anna, Catherine, Mark, Theresa**

Minutes: (DRAFT)

- *Meeting called to order at 6:10pm.*

Community Input:

- *No attendees on Zoom; No community members present*

Secretary Report: Approve Minutes from August 9, 2021

- *Anna moved to approve minutes from Aug9; Mark seconded. Approved.*

Treasurer Report:

Progress on FY23 budget draft

- *Theresa is watching for \$8,000 from public trust fund which has not yet been received.*
- *July & August spending: There is a bill from Randall Hoyt for work performed for the town on the Library. Selectboard minutes of Nov 24 2020 note these building maintenance costs for a leaky skylight, and exterior foundation leak and clapboard damage - so this bill will be bumped back over to the Selectboard as it is outdoor maintenance that has been approved to be paid by the town, not by the library. Theresa will wait for the updated warrant with this bill removed before getting trustee signatures.*
- *Theresa is working on the budget for FY23 and will plan to share an update next meeting.*
- *Catherine moved to accept treasurer's report, Mark seconded, approved.*

Librarian Report:

Updates regarding strategic plan

Updates regarding school year programming

- *Mariah is almost ready to submit ALA Transforming Communities grant. The library hopes to have this funding support a planned after-school program, which is being coordinated in collaboration with One Planet. Snacks and one staffer will be provided by OnePlanet. Mariah doesn't yet have the final list of attendees from OnePlanet but there seems to be a lot of excitement about the program. The after-school program will happen whether or not it is*

supported by the ALA grant (but we hope we get the grant!). ALA grant money is flexible in terms of use and can be directed as needed after hosting community conversations. The money needs to be used within 1 year of the grant award.

- *Mariah's continued activities: planning an under-3yo story hour; outreach to TCS and OCPCC; book club*
- *Chris Tuttle is supporting a temporary display on Middle Eastern women in fiber art that he'll lend to the library from his personal collection*
- *Mariah is looking to hire part-time help for 5-7hrs/week to support programming and publicizing programs*
- *Outdoor space project is delayed to ~Oct due to materials delays*
- *Strategic Planning: Mariah has drafted a plan for preparing for community conversations to guide strategic planning process and will continue to work on this.*
- *Mark moves to accept the librarian's report, Anna seconds, approved.*

Old Business:

Covid updates; library mask mandate.

- *Masks have been required in the library again; patrons have been complying and masks are provided outside for patrons who need them.*

Energy Audit: Updates from Selectboard meeting re: furnace upgrade, bid from Gillespie.

- *Theresa scheduled for the new propane tank to be installed Sept 29 by Gillespie. Dead River will remove their tank. Theresa will then check with Selectboard about when funds will be available to install the new furnace - Gillespie is holding the furnace and is ready to replace it when the funding is deposited from the public fund account.*
- *Basement and attic spaces were cleared out to ensure compliance with fire codes as per previous recommendations. Fire inspector will be invited in soon to take a look and make sure everything looks good.*

Bylaws: Review draft, discuss and vote if all members are present.

- *We'll delay this vote to next meeting as one trustee was unable to attend.*

Annual Fund letter updates.

- *Theresa will get the list of fund request addresses from past trustees. We'll look for new property owners and new library patrons who should be added for this past year.*
- *Fund letter will be designed with: narrative updates, summary of upcoming plan/priorities, summary of recent accomplishments/activities. Theresa and Catherine will work on first draft of letter; Mariah will prepare YearInReview stats.*
 - *Aim to have draft of fund letter by Oct. 5 for review at next trustee mtg*
 - *Approve final draft and be ready to print by Nov. 2*
 - *Print/stuff/mail letters by Thanksgiving*

New Business:

Public Comments:

Action Items:

Next meeting agenda items

- *Theresa and Mariah will present the FY23 budget*
- *Vote on ByLaws*
- *Review draft of fund letter and updated mailing list*

Anna moved to adjourn, Mark seconded; Meeting adjourned 7:26pm.