

Minutes - **FINAL**

Tunbridge Library Trustee Regular Meeting

Date: Tuesday Nov 1 2022

Time: 6:00pm

Place: Tunbridge Public Library

Virtual: Link provided @ tunbridgelibrary.org

Attendees: Mark Bomalaski, Anna Dechert, Lynne Hadley, Laura Ketchum, Mariah Lawrence

Public: Rob Howe, Liz York

[Note: these minutes were inadvertently posted later than the deadline required; we'll do better next month!]

Meeting convened 6:03pm

Agenda:

Community Input: none

Secretary Report

- Oct. minutes are posted and are approved as final.

Treasurer Report:

Rob Howe and Liz York (Trustees of Public Funds) are joining to discuss distribution of Public Funds to the Library.

- History of withdrawals in past years shows FY19 withdrawal of \$5000, FY22 withdrawal of \$8000 (tagged potentially for furnace). As a policy it's discouraged to withdraw more than 4% annually. Some years if the market was down the Trustees of Public Funds discourage any withdrawals. Large gifts to the library (such as in a will) can be added to our Public Funds account.
- Laura asked whether we have the opportunity to change our investment strategy from growth toward more stability, with a goal of having a steady annual withdrawal. She suggests considering using this fund for a small, stable annual income (for example 5% of our operating budget). Laura proposes re-examining the investment strategy later in the FY when the markets are more stable.
- Liz York noted that we may need to research any restrictions on grants that make up our current public funds so that we are aware of these if they exist. Mariah will check with past Trustees and Friends of the Library to see if any are aware of this.
- Following this discussion, we will revisit the question of how we will consider/use our public funds account and distributions for budgeting purposes.

[Liz & Rob left meeting]

- Laura reports that we are on track with our budget spending through the first quarter ended - Sept 30.

- Laura proposes shifting meetings to later in the month (3rd Tuesday) so that we can discuss more recent financial balances. We will meet Dec. 6 and then shift to the third Tuesday in the new year (Jan. 17)

Librarian Report:

- Mariah attended the NELA conference and was required to submit a report to the state. Highlights include her participation in STEAM Programming class, a class on responding to LGBTQ+ challenges, and many ideas for strategic planning.
- Mariah is taking a course with office hours on strategic planning to prepare to move the TPL strategic planning initiative forward. She is also pulling together a committee for developing the strategic plan during Jan/Feb/Mar.
- Upcoming events:
 - Turkey Trot!

Old Business:

Update on Annual Appeal Letter

- Mariah will send another edited version for final Trustee approval this week

Exterior Window trim/painting

- Laura confirmed funds will be included in the town budget for this project to be finished next year

Laptop computer Repair

- The potential cost for fixing the current laptop is nearly the cost of a new laptop, so we will look at investing in a new laptop if that is necessary. Mariah will determine if we actually need that equipment or not (we have Chromebooks that are more popular at the moment)

New Business:

- Clarification of trustee roles
 - Laura will circulate agenda (1wk prior)
 - Mariah will post agendas by preceding Saturday
 - Michael checks Trustees email inbox on regular basis
 - Lynne is attending Friends of the Library mtgs and is seeking guidance with her role there

New Policies & Procedures Review

- Based on her research and the work of peer libraries and state resources, Mariah created and proposes the following policies/procedures for the library:
 - Social Media Policy (drawn from Chelsea Library)
 - Materials Selection Policy
 - Procedure to Request Reconsideration of Library Materials

- Mariah proposes limiting the process to Request Reconsideration of Library Materials be limited to town taxpayers.
- Anna moved to approve the Materials Selection Policy with discussed edits; Laura seconded; all approved.
- Laura moved to approve the Social Media Policy with discussed edits, Lynne seconded; all approved.

Public Comments

Jasper Lawrence joined and commented “the library is really fun.”

Adjourn at 7:38pm

Next Meeting:

We will meet Dec. 6 and then shift to Jan. 17 (the 3rd Tuesday). Going forward meetings will take place the 3rd Tuesday of the month.