

**Warning: Tunbridge Library Trustee Regular Meeting Date: Tuesday December 6, 2022**

**Time: 6:00pm**

**Place: Tunbridge Public Library**

**Virtual: Link provided @ tunbridgelibrary.org**

**Minutes - FINAL**

**6:08pm meeting started**

**Attendees: Anna Dechert, Laura Ketchum, Lynne Hadley, Michael Krauthamer, Mariah Lawrence**

**Secretary Report:**

- *No additional edits to Nov minutes. Anna moved to approve; Michael seconded; approved.*

**Treasurer Report: (Laura)**

- *Through October, spending is in line with budget and we're in good shape.*
- *The annual appeal went out. It costs about \$1500 total (printing, mailing) to produce the mailing. As of yesterday, we've yielded just over \$2000 in gifts. Some of last year's donors gave particularly generous amounts and we could reach back out to those donors. We could also consider an annual calendar of events that would bring in some bigger donations than current events.*
- *Public Funds distribution: Given this year's markets Laura recommends not taking the full allowable amount and instead take half. Laura will also follow up with the funds broker to better understand the current investment strategy and see if that makes the most sense for the Library or if it should be shifted.*
- *Draft budget for FY24 is due soon; Laura is working on that and will bring it to an upcoming meeting.*

**Librarian Report: (Mariah)**

- *December goals:*
  - *Outreach*
    - *We recently received a grant for spring programming; Mariah will be meeting with kids at the school to research what kind of programming may be in demand (for example: photography!)*
    - *OCPC Partnership: Mariah has connected with OCPC to collaborate on playgroup activities.*
  - *Events: Crafternoon & NYE story hour*
    - *Turkey Trot: 109 people ran! After cost of hats, we raised about \$1100.*
  - *Programming: regular ongoing programs are running well. New programming (Tech series and Creative Writing) are starting in January*
  - *Grants*
    - *Mariah is working on the Penguin House grant and CLIF grant*

**Old Business:**

- **Annual Appeal - recap [see above]**
- **TPF and follow up on this year distribution, suggested plan forward [see above]**
- **Painting estimate for Town Budget**
  - o *Mariah received an estimate and it will be shared with the Town as this is a town expense (exterior of building)*

**New Business:**

- Review/discuss new library policies
  - o *Mariah drafted new policies addressing Petty Cash and Circulation. These and last month's updates round out updates that bring the library up to best practices in terms of policies that we should have articulated.*
  - o *Anna moved to accept the Petty Cash Policy and Circulation Policy that Mariah drafted. Laura seconded, all approved.*
- Bulletin board signage
  - o *The town bulletin board is being re-constructed across the road from the library and the library will take on responsibility of helping to make sure it's updated. The board will be designed to have dated notices on the front and goods/services on the back. The town is funding this project.*
- *Library Friends - Lynne will connect with the Friends trustee, Donna, to better understand funds that the Friends steward and how/when we should incorporate those funds into the library budget or projects*

**Public Comments - none****Adjourn**

*Meeting adjourned 6:45pm*

**Next meeting: Tuesday, January 17**

Note: Starting January, monthly meetings will take place on the **second Tuesday** of each month