

**MINUTES: Tunbridge Library Trustee Regular Meeting Date: Tuesday February 21, 2023**

**Time: 6:00pm**

**Physical Place: Tunbridge Public Library**

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

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

**6:04 meeting called to order**

**Secretary Report:**

- **No pending edits for January minutes; approved as final**

**Treasurer Report:**

- **Current Fiscal Year - Budget to Actual**
  - *Town Treasurer updated Budget through December (not Jan yet).*
  - *Through the first half of the fiscal year TPL has spent less than 50% of its budget (46% spent after adjusting out HC reimbursement related to prior year)*
- **Reminder: Fiscal Year 23/24 Budget & Annual Report submitted to Town.**
  - *Proposing ~\$8K increase in the total budget to \$104.5K*
  - *Only a \$3K increase in the allocation from the Town from \$77K to \$80K.*
  - *Reminder that on avg VT towns fund 81% of town libraries budgets (nationally that figure is 84%). Tunbridge Town funds 76.5% of the TPL budget.*
- **Trustee of Public Funds and Library Account Balance**
  - *Treasurer met with the TPF trustees and Broker on Feb 17 th .*
  - *Distribution for this fiscal year (\$4K instead of the \$8K in budget) being mailed to TPL attn: Director.*
  - *Broker will model a change from investment strategy of Balanced/Growth (40 fixed income/60 growth equities) to Balanced (50/50 of each). Mainly concerned with transaction fees associated with this. If minimal will make the switch which is more aligned with the plan for a modest annual distribution as approved last meeting.*
- *Laura will review past donors who have not yet donated this year to see if there are folks who should get individual outreach.*
- *Bethel has shared a request to understand the budget and management of our library. Laura and Mariah will be in touch.*

**Librarian Report:**

- *The new art show is up!*
- *Coming up:*
  - *The Winter Chill, March 11, 12-2pm- discussions on CJ Box books and a chili cookoff, trivia and prizes!! You don't need to have read the CJ Box series to come and enjoy.*
- *Programs are all going really well.*

- *Mariah shares a big thank you to Russell, who leads some very popular children's programming.*
- *Mariah got a new CLIF grant. It comes in the form of books/goods that Mariah requests (not cash). This will be used toward a parenting library at the school and a storytelling experience program for the after school program. This is part of the At Risk Childrens Grant - thru a Vermont-based organization for children's literacy. This is equivalent to approximately \$3,500 value.*
- *Mariah is posting a position for a children's librarian summer paid intern position (10h/week).*
- *The Ranger has notified us that a car bike rack has been donated to the library, which will allow folks to borrow bikes to be used off-site rather than just nearby.*
- *Town Meeting: the Friends will collaborate with the Rec Dept on providing lunch.*
  - *Additional volunteers are needed for serving lunch (coordinated by Catherine Freese)*

**Old Business:**

- **Open Trustee Position**
  - *Two trustee terms are expiring. Michael is interested in serving a 2nd term if elected.*
- **Strategic Plan update**
  - *Work is ongoing.*

**New Business:**

**Action Items:**

- *Laura to provide summary of giving this year against last noting non-returning major donations so that one of Trustees can reach out before YE (June 30)*
- *TPL email box manned by Michael:*
  - *Laura/Mariah to follow up on Email from Bethel Library, a request for operating budget and amount of Town Allocation. They sound like a stand alone 501C3 whereas TPL are part of the Town Budget and receive an allocation.*
- *Laura to prepare talking points about the Budget for Mariah about for the Town Meeting.*
- *Lynne will send thank you notes to donors who have not yet received them*

**Public Comments (none)**

**Adjourn @ 7:10pm**

**Next Meeting is Tuesday, March 21st (3rd Tuesday)**