

SWPL Board Minutes – Monday, December 15, 2025

6 pm – call to order and roll call. Present: Emily Gold, Bob Case, Carol Shuey, Patience Jenkins, Richard Williams, Helen Olshever.

Minutes were approved from the previous meeting on October 27. Trustees should check the library website before the meeting to read the minutes from the previous meeting.

Treasurer's report: The SWPL had a very good year in 2025, which gives us confidence moving into the next fiscal year. We were much healthier than a year ago when we had to dip into reserves. This year we came in under the projected budget. We reviewed the proposed budget for 2026. This new budget is increased from 2025, partially due to hiring a second part-time employee, a small raise for the Treasurer, (recused himself for this discussion) and several other larger amounts designated for books and programs. This budget was approved unanimously by the Board. It was also suggested that we codify procedures regarding budget creation and responsibilities to assist future Treasurers.

Director's Report:

Highlighted in this report was that attendance is up from last year: 3487 compared to last year's 3159; 36 events at the library this year; Emily will be finishing up her certification credits, probably in May, 2026. She is busy planning for the upcoming year. Emily also said we need to look into some maintenance for the bathroom, and also figure out new signage for handicapped space outside of the community room OR figure out a different designated space out in front of the library. Emily will contact the Planning commission to find out the procedures for handling this issue and how to obtain signs.

Contract for the new part-time employee: Richard read the contract aloud to the group. Her contract will run from Feb. 1, 2026 – Dec. 31, 2026. This position will be for a part-time children's librarian who will work 10 hours weekly, both onsite and offsite. The purpose of this position is to create a wider scope of children's programming and outreach to the community and assist Emily as needed. This person will also be authorized to apply for grants. A motion was made to approve the contract and it was unanimously passed.

Election of new officers and committee formation – will be postponed until new board members are in place, hopefully at our February 23 meeting.

Development of a procedure for vetting new board members was discussed. Here was the

outcome:

1) Prospective members will be invited to come to a meeting (Jan. 12, 2026, in this case).

At the meeting we will present them with our mission statement, a calendar, different committee options and share the general expectations of being a board member.

2) After the meeting, they will have a few days to decide if they are interested in joining.

If they are, they can email Emily, introduce themselves to the board in writing and indicate why they are interested in joining the board. Emily will forward these emails to other sitting board members.

3) Board will then vote on the candidates and inform them of our decision.

Suggested Meeting Schedule for 2026: Jan. 12, Feb. 23, April 6, May 18, June 29, Aug. 10, Sept. 21, Nov. 2, Dec. 14. Individual committees will have additional scheduled meetings in person or via Zoom.

Other business: Tour de Pownal, a community biking event, will be planned for October 3, 2026. Discussion about a memorial plaque for June Cooper will be discussed next spring. An Annual Library Open House will be scheduled in the early fall of 2026 and an Annual Volunteer Appreciation night in November, 2026.

At approximately 7:40 pm a motion was made to adjourn – passed unanimously.