

Library Board Meeting on October 27, 2025

1) Meeting called to order at 6:00 pm

Present: Emily Gold, Bob Case, Richard Williams, Jane Conway, Carol Shuey, Patience Jenkins, Helen Olshever. Julius Rosenwald was absent.

- 2) **Approval of last meeting's minutes:** Motion made by Jane, Carol seconded. Minutes were approved unanimously.

3) Landscape and Garden Updates:

Memorial tree for June Cooper was planted by Elhannon Nursery (free of charge) on Saturday, October 25 – its cost was \$1,000 and is an 18 year old Red Bud Tree. There will be a plaque created at some point in the near future, in consultation with the Cooper family.

Also on Saturday, October 25, a terrific garden and grounds cleanup was accomplished by Richard, Bob, Julius, Patience and her husband. Richard broached the idea of hiring that type of landscaping work out to a company for next year. Our budget should be able to support that.

There was general agreement on that suggestion. Julius will send a thank you letter to Elhannon Nursery.

4) By-laws/Policy Revisions update:

Emily, assisted by Carol and Jane, has gone through all the by-laws and policies. She is now in the process of organizing them into a cohesive format to present to the Board.

5) Treasurer's Report:

A thorough and positive overview was given by Richard. We were well in line with all we had to do this year, thanks to some grants and fundraising results, and there is a positive outlook for supporting a new part-time employee next year to be in charge of children's services and support for Emily. We should be ending this year with \$15,000-\$20,000 left in account 0376 (Bank of Bennington Account). It was noted that we have employed a new cleaning person, once a month, and this is working out well, financially and otherwise. Treasurer's report was approved unanimously – motion by Helen, seconded by Bob.

6) Director's Report:

Emily caught us up on the many successful activities and events accomplished in the first 3 quarters of this year, in addition to her upcoming plans and projects. Her goals for the fourth quarter include planning for bringing on a part-time youth services employee, and strategizing about how to bring in more participation from our community members, how to reach new patrons. She is working on finalizing policy updates, buying new books, increasing teen programming and beginning work on a strategic plan. She also has received a Clif Pilot Grant of \$2500 which is very flexible in how it can be applied. Pownal was one of only 4 communities in VT to receive this grant. She will be attending a Director's Summit in Montpelier. Emily also noted that she doesn't want to ask the Town of Pownal for additional money for the upcoming year.

7) New Hire Job description/Budget concerns:

New employee would be part-time (10-12 hours per week) and would be in charge of youth programming, book buying and enrichment opportunities for kids and teens. They would also be there to support Emily in the smooth running of the library. They would also be an outreach liaison to local schools and daycare providers. Rate of pay would be \$23-\$25 per hour. Richard has indicated that this would be manageable for our budget for the next year. A discussion ensued about whether this person should be an employee or a contractor. It was agreed upon that calling them an "employee" would ensure that the job continues on into the future and is not just a temporary fix. There was a motion by Richard to approve the part-time position, seconded by Patience. It was approved.

unanimously. Emily will let the starting Feb.,2026.

candidate know that the position has been approved

8) 2026 Meeting Schedule discussion:

Bob suggested that we increase our meetings to 8 times a year, approximately once every six weeks. There are lots of things to accomplish and more engagement by the board is called for. In addition to that, we need to form solid committees and have committees report in at board meetings. Helen brought up that this amounted to lots of meetings per year (if you include committee meetings) but the general consensus was that this is a “working board” and if people have to miss a meeting every so often, that was to be expected. In the end it seemed that everyone agreed to the 8 meeting a year model. We also have to plan to elect new officers at the January meeting and also form committees at that time.

9) Other Business:

We have two Board member openings that could be filled. Emily has one prospective person in mind.

Holiday hours: We will be closed on Thanksgiving Day, the Friday after Thanksgiving and possibly Saturday (Emily's discretion)? Closed on Christmas eve day, Christmas Day and the 26th and 27th. Reopen the library on December 29. We will be closed on New Year's eve (Weds) and New Year's day.

There will be a December art show in conjunction with Pownal Elementary School, on Tuesday, Dec. 16th from 4-6 pm.

Volunteer Appreciation get-together. November 17, 5:30-7:30. Emily will give a \$100 bonus to each volunteer. Board members will hopefully attend.

The lock for Bilco doors are being ordered.

Next meeting will be on December 15, which will largely be about the budget. The January 12 meeting will be to elect officers and form committees.

Upgrading motion detector lights is in process, for security reasons.

10)**Motion to Adjourn at 7:30ish** by Carol, Jane seconded. Approved unanimously.