

## BOARD MEETING MINUTES

Solomon Wright Public Library | Pownal, VT

Monday, March 10, 2025

Present: Jim Boutin, Emily Gold, Bob Case (remote), Kate Cooper, Richard Williams, Helen Olshever, Patience Jenkins, Carol Shuey, Julius Rosenwald, Jane Conway

Absent: None

6:11 p.m. Meeting called to order

1. Roll call
2. **Approval of minutes for January 27, 2025**
  - a. **Jim makes a motion, Helen seconds, unanimous ayes, motion carries**
3. Landscaping conversation—Kate
  - a. Board is interested in mulch delivery from Artesian gardens, as well as 2 large pots and 4 smaller pots. Work at front of property will be needed — topsoil, seeding, raking.
  - b. Discussion of how to spend further funds for landscaping in the future: options include a patio (general board agreement that this is not a high priority), more plantings, a specimen tree, a commissioned birdhouse, a fountain. Board agrees that a bike rack would be useful and a good use of funds, as it would serve the goal of increasing accessibility and bringing more people to the library.
  - c. Discussion of using existing porch for outdoor gathering, rather than adding a new space
    - i. Julius suggests adding a shade that could be pulled down to block direct sunlight but still let light in
    - ii. Back porch could use more pots and hanging baskets
  - d. \$1,500 or less for landscaping in 2025; board will evaluate landscape needs as the growing season gets under way
  - e. **Motion for a tree in memory of June Cooper: Richard makes a motion, Bob seconds, unanimous ayes, motion carries**
  - f. **Motion to approve \$750 for Kate to buy mulch, pots, and a tree for June: Jim makes a motion, Carol seconds, unanimous ayes, motion carries**
    - i. Kate will follow up to get a date for the board to receive and spread mulch
  - g. Discussion of a schedule of care for indoor and outdoor plants.
    - i. When mulch is delivered, agreement that the board will repot indoor plants in need of repotting
4. Inventory/Cataloging—Richard
  - a. Current challenges
    - i. Weeding of the collection is happening but is time intensive
    - ii. A complete inventory is needed
    - iii. Personnel is volunteer, so systems are not as tight as they would be with an employee staffing model
    - iv. Library World is outdated; known need for a better system such as Koha

- v. Patron records: need to remove those who have died, moved
- b. Next steps
  - i. Consider whether to remove late fees for overdue books; evidence from the library field indicates that more books come back without fines
  - ii. Emily will provide the board with direction for how to move forward with inventory and cataloging, and the board will support her with resources to implement her recommendations
- 5. Collections Policy (Richard)
  - a. Emily has a boilerplate policy from the VT Department of Libraries—will email to board for review
- 6. Bylaw revisions (Jim)
  - a. Section: *Public access computer use*
    - i. Review and edits (see recording for specific edits)
    - ii. Emily will check this bylaw section against other libraries' published current public-access computer use policies and send to the board for review
  - b. We will follow best practices on how to post bylaws
- 7. Treasurer's Report (Richard)
  - a. New accountant may be needed soon due to retirement
  - b. Discussion: Should we have a yearly audit? Richard will ask Michael about an audit.
- 8. Director's Report (Emily)
  - a. Review of recent initiatives and activities
- 9. Chair's announcement (Julius)
  - a. Julius expresses a wish to step down as chair, due to personal commitments. Bob and Julius propose switching positions
  - b. Motion to accept Julius's resignation as chair and appointment of Bob as chair of the board, and Julius as vice chair [replacing Bob]: Jim makes a motion, Helen seconds, unanimous ayes, motion carries**
- 10. Motion to adjourn: Jim makes a motion, Patience seconds, unanimous ayes, motion carries. Meeting adjourns at 7:50 p.m.**