

## **Solomon Wright Public Library Trustees Meeting**

February 16, 2022 6:30pm (virtual)

**Present:** Karen Gallese, Kaitlyn Hunt, Willy Jones, Becca Martin, Mary Natalizia, Jen Ryan, Sarah Sanfilippo.

**Not present:** Julius Rosenwald, Bob Case

**Minutes** from the last meeting were unanimously approved.

**New Trustee:** Jim Boutin has been invited to join the board. Mary presented the letter of interest he wrote. Consensus is that Jim will be a positive addition to the board, and his nomination was unanimously accepted.

### **Director's Report:**

- Gift basket raffle brought in just over \$50
- Annual report - was finished but not submitted. We will have a gap year, so now we're on schedule with other libraries. (More discussion below.)
- Jen has started spending ARPA funds.
- Jen renewed our ebook service. We are charged per registered patron, but it is highly likely that many of our current cards (which do not expire) are not in use. With new cards, Jen will set up a system to start tracking which cards are actually active.
- Summer reading planning is underway, in conjunction with Linda D from Bennington Free Library.
- Jen is also working on bringing in a number of adult programs over the next few months.
- 107 new books in the collection over the last couple months.

**Card graphic:** Jen presented designs for a new library card: one with a logo, and one with detail featuring the library from the painting in the Lucy Room. It was decided the painting detail would be best, and could be made into notecards cards as well.

### **Treasurer's report**

Karen presented current financial documents, as well as the budget she and Jen have been working on. She asked to move \$30K from the investment account to cover budget expenses. Discussion was inconclusive. A motion passed 4 to 2 to table adoption of the budget for two weeks.

### **2022 Tasks/Goals:**

- The spreadsheet is being updated that details responsibilities for various maintenance tasks, as well as board responsibilities. Board members should send suggestions/reminders to Jen regarding items that need to be included.
- Renovation - Mary is working with Scott to finish up the front of the building.
- The Historical Society will be taking the file cabinet from the Lucy. We'll replace it with something more appropriate.
- Annual celebration will have a harvest theme. Date is TBD.

**State Library Report:** Because of the recent change in our fiscal year, our reporting schedule is out of sync. With approval from the state librarian, we have decided not to file this year, and get back on track next year. The report will be the same numbers we would have reported this year. This puts us on track with other libraries, and this will give the chair time to review it before signing off. Discrepancies have been addressed, other than a budget question which we now have time to look at.

**Response to the Director, and Communications & Personnel Policy:**

The following statement was crafted during the January 24th meeting, and Sarah, Becca, and Mary have been working on a [draft Personnel Policy](#).

*Dear Jen, Following the events that occurred in our December 6th meeting, the board agrees that the letter presented to the trustees requires a response. As a result, we are currently developing communication protocols for the future to prevent this situation from reoccurring. Moving forward, the board requests that concerns are addressed in a kind, respectful, and professional manner.*

**Other:**

- Jim, Dave and Matt fixed the tracks on the Lucy doors. Mary got them each \$25 Walmart gift certificates.
- Susan Regen will hang her photography show in March. Photos. Should we have an opening? Depends on covid situation.

Email Mary agenda items for the next meeting

A budget meeting will be scheduled in two weeks.