

Rochester Public Library

Board of Trustees Mtg – July 19th – Minutes

In attendance – Jeannette Bair, Kelly Kelly, Barbara Shenton, Doreen Jones, Sandy Lincoln and visitor Laura Gardner

Respectfully Submitted by Sandy Lincoln

1. Meeting was called to order at 5:33 pm
2. Public Communications and Comments - Visitor Laura Gardner joined us.
3. Board Communications and Comments – No comments
4. May Minutes – Motion to accept, seconded and unanimously approved.
5. Review of Action Items -
 - a. Wash Windows – A recent estimate by the same company that did the town hall windows came in twice the expected price (Due to washing storms and interior glass surfaces.) General Agreement to postpone the task and consider when planning the 2023 maintenance and repair budget.
 - b. Outdoor Sign – Sandy will encourage Jimmy Brown to contact Jeannette to review work on the outdoor sign and schedule installation.
 - c. Flashing – Cody Downs – job done!
 - d. RPL meeting date (for this meeting) changed – Kelly informed the town – Done.
6. Treasurer’s Report – Barbara is waiting for a new fiscal year report from the town. Nothing to approve yet.
7. Librarian’s Report –
 - a. Endowments 2022/23 – Jeanette will request of Northfield to draw monies from Kirkpatrick (\$4809) and Wing (\$4016) for remaining funds for 2022/23. Action Item.
 - b. Endowments 2023/24 – Looking ahead - Brief discussion concerning the annual 3% annual draws from our two endowments – Kirkpatrick being \$4,281 and Wing - \$3,528. Motion is made to accept annual draws for fiscal year budget 2023/24 as presented, seconded and unanimously approved.
 - c. Watching the checkbook - Barbara will confer with the town treasurer to more closely understand end of fiscal year spending allocations. Action Item.
 - d. Palace Project – The Rochester Public Library is one of only 30 libraries in the state to roll out the Palace Project. This is a new venue (in addition to GMLC) to offer e-book and audio downloads to our patrons. Options are available for phone and tablet use but is FREE to libraries thanks to grant funding and the Vermont Department of Libraries. GMLC/Libby will continue to offer the same services that work on e-readers, laptops, etc.
 - e. Maintenance and Repair – Cody finished the flashing and his invoice for \$1,097.07 has been warranted to the town for payment. Jeannette requests that we formally submit a request to the town for

reimbursement to the library for the balance due back to us (bldg repair budget) being \$428.90 due us. (1097.07 - \$668.17 = \$428.90). Kelly will follow through on this. Action Item.

- f. Jeannette will request that the library receive a copy of existing town ordinances to serve as both a library reference and a resource for patrons. Action Item.
 - g. Programming – We have a super full programming agenda, with an event, sometimes two, every week this summer. Exciting!
 - i. We do continue to require masks of all folks entering the library building whether for events or general use. We had one customer email us to complain about our mask policy. General agreement that we need a bigger sign on the door. Action Item. But also, Jeannette will reply to said email with a courteous but generalized thank you. Action Item.
 - h. Library of Things – General agreement to require pick-up of Library of Things items by 5:30 pm on library days.
 - i. Patron Printing charges – General Agreement to waive copy/printout fee for single item printing.
 - j. Janitorial Budget in 23/24 – General Agreement to increase janitorial budget for next year and to move an extra \$200 out of our maintenance budget to cover the rest of this year.
 - k. Children’s Room Tables – Our tables are looking a bit shoddy. We need a volunteer to bring them back to life. Doreen will do it! Doreen also volunteered to help Jeannette move shelving unit that she (JB) donated. Thank you Doreen and Jeannette. Action item.
 - l. Back Porch – Also needs some cleaning. Jeannette will ask Rich next door if we can attach a hose from his house so we can give it a wash. Action Item. General Agreement to have Doreen be the Board of Trustee liaison with our RPL Friends group and ask for volunteers for this kind of one up task work.
 - m. RPL Friends. The friends group must at least have an annual meeting to meet organization protocols. Jeannette will file the annual 9090 form and Doreen will send an email to all friends encouraging them to schedule a meeting soon. Who, What, Where, When. Action Item.
 - n. Motion is made to reimburse Jeannette for \$130.96 for expenses incurred by a workplace injury not covered by insurance. Seconded, and unanimously approved.
8. New Business – CV OIL Prebuy – The price on oil is really high right now. Agreement is to wait on an additional prebuy and monitor in hopes that oil prices come down.
9. Old Business - Long Range Planning - Sandy attended a zoom meeting sponsored by the VT DOL on long range strategic planning. Key points of note include the idea that a long range plan can be many things – either a concise document of goals, objectives and strategies with survey that include various constituencies of the community OR – it could be something much more intensive with layers of time, in-person open house sessions for feedback etc. Also, it appears there is funding for consultations with a VT DOL hired personage to help guide work in this regard. Sandy will continue to follow through and hope to spearhead this effort in the fall of this year. ACTION ITEM.

10. Review of Action Items –

Kelly Kelly –	Request reimbursement for Cody’s bill
Jeannette	Northfield draw as agreed
	New Mask sign
	Email response to email (mask) complaint
	Request for the town ordinances document
	Ask Rich about the hose – back porch

	File annual 9090 form for Friends Group
Sandy	Continue Long Range planning
	Refer Jim Brown to Jeannette RE: outdoor sign
Doreen	Email Friends – Annual Meeting
	Tables, shelving
Barbara	Confer with Town Treasurer – re: fiscal year end warrants

1. Adjourned - 7:31 pm.