

Rochester Public Library

Board of Trustees – Meeting Minutes – January 16, 2023

Kelly Kelly (chair), Doreen Jones, Tony Goupee, Jeannette Bair (librarian),
Barbara Shenton (treasurer), Sandy Lincoln (secretary)

Barbara attending via zoom

1. Public Communication and Comments - - none
2. Board Communications and Comments - none
3. Approval of Previous Meeting Minutes – For both regularly scheduled December meeting and our truncated January 9th meeting (Regular meeting rescheduled to January 16th due to short attendance.) Motion to accept as written, seconded, unanimously approved.
4. Review of previous Action Items - Accomplished as noted.
5. Treasurers Report – Reviewed, Motion to accept, seconded, unanimously approved.
6. Librarian’s Report – Reviewed as written. Maya has started her new hours. Discussion of Books & Programming, Library of Things, Job Search for Library Director. Jeannette will post job opportunity via VT DOL list serve and begin to solicitate applications. **ACTION ITEM.** Motion to accept librarians report as written, seconded, unanimously approved.
7. New Business -
 - a. Review of PFPI grant incentive from the VT DOL opportunity as discussed at recent Selectboard meeting and RPL January 9th meeting. Work in progress. Jeannette will contact VT DOL to ascertain when grant applications will be available and deadline for submission. Also need to continue dialogue with Jeff Gephart, town energy coordinator to finalize Scope of Work. **ACTION ITEM**

- b. Job Descriptions for Children’s Librarian and Library Director. Both are reviewed, discussed, motion to adopt, seconded, unanimously approved.
- c. Personnel Policy. Reviewed and discussed. Motion to adopt with singular modification and effective July 1, 2023. Seconded, unanimously approved.
- d. Friends of the RPL Library – Recent fundraising efforts yielded \$1050. Thank you everyone! We’d like to expand participation in the Friends Group. Jeannette will write an article for the local paper to help build interest and membership. **ACTION ITEM**

8. Old Business –

- a. Covid Status is reviewed. General agreement to upgrade to a “Masks Encouraged” policy effective February 1, 2023. Motion, seconded, discussion, unanimously approved.
- b. Long Range Planning – Sandy is leading an effort to organize a long range planning subcommittee, sign up participants, and begin brainstorming avenues for surveying various constituencies. Still need a few more folks on the committee which will have an introductory meeting in February. **ACTION ITEM**
- c. Action Items - Jeannette – Begin advertising for new Library Director
Barbara – Check in with CVOll re: Prepay or prebuy?
Jeannette – PFPI VTDOL – Grant application & deadline
Jeannette – Scope of Work/contact Jeff Gephart
Jeannette – Article for Friends Group
Sandy – Continue Long Range Planning Subcommittee

- d. Adjournment - 6:46 pm.