

# **Rochester Public Library**

## **Board of Trustees – Meeting Minutes – November 7, 2023**

**In attendance: Doreen Jones (Chair), Kelly Kelly (Secretary), Barbara Shenton (Treasurer), Tony Goupee, Maya Newroot (Library Director)**

**Guests: Nancy Harvey, Bruce Flewelling, Nancy Woolley**

Meeting called to order at 5:28 pm

1. Public Communications and Comments – A patron asked if we would be requiring a negative Covid test to attend our programs. We've never required one and won't in the future. We ask that if a patron feels sick, they should wear a mask or not attend.
2. Board Communications and Comments – Our patrons are happy that the restroom in the library has been reopened for public use.
3. Approval of October 10, 2023 Meeting Minutes – unanimously approved.
4. Review of Action Items – Most completed. Those that weren't will be on the list for next month.
5. Treasurer's Report – due to an earlier meeting this month, we weren't able to review reports. Barbara will send them to the Trustees when they're ready. We can review and discuss at the next meeting.  
The incorrect amounts were pulled from the endowment accounts (An excess of approx. \$250 per account.) Maya will call and get the excess moved back.
6. Librarian's Report – Since Maya is both the Library Director and the Children's Librarian, it makes sense to combine the jobs for our next budget year.

Maya would like it if we could review any policy changes/questions on a monthly basis. Board is in agreement.

All programs are going well- Lizzy's program about the situation in Gaza was attended by 28 people today!

Maya still having difficulty finding someone to shovel this winter. Her son can fill in for now but we are still on the lookout for a permanent solution!

A representative from Two Rivers-Ottawquechee “Linking Lands Alliance” dropped off 2 large maps as a donation to the library. Maya will figure out the best place to display these in the Vermont Room.

The library has received another box of free Covid tests that are in the entryway for patrons to pick up.

Librarian’s report unanimously approved.

7. New Business – Nancy H., Bruce, and Nancy W., representatives of the Rochester Historical Society, attended to let us know that had received some new display cases that they’d like to incorporate into their space on the 2<sup>nd</sup> floor of the Library. They will work with Maya on this project, as well as discussing with her how they might present some local history talks as library programming.
8. Old Business –
  - a. Current Covid Status update—Status quo—there is Covid in the valley, so we are encouraging mask use inside the library.
  - b. Grant Submission- still no info yet as to how/when to apply
  - c. FY25 budget workup – Maya working on this with Jeannette and Barbara.
9. Action Items -
  1. Talk with Larry about replacing inside door lock - Sandy
  2. Friends plan – Letter, outline - Sandy
  3. Finalize bookmark - Maya
  4. Send Building Needs letter to SB - Doreen
  5. Follow up on transfer of Lloyd funds - Barbara
  6. Memorial plaque – coordinate shipping & payment – Doreen & Maya
  7. Call Northfield to move excess money back to endowment accounts - Maya

10. Adjournment – Adjourned at 6:26 pm

Next regular meeting Tuesday December 12, 2023 at 5:30pm upstairs in the library.

Respectfully submitted,

Kelly Kelly