

# **Rochester Public Library**

## **Board of Trustees – Meeting Minutes – January 23, 2024**

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

Meeting called to order at 5:31 pm

1. Public Communications and Comments – None
2. Board Communications and Comments – Kelly asked if anyone has come up with any names of a potential new trustee. Maya will be hosting some children's programs coming up in February and will see if maybe one of the parents might be a good fit.
3. Approval of December 12, 2023 Meeting Minutes – Unanimously approved.
4. Review of Action Items – All but 2 completed. Those that weren't, will be on the list for next month.  
Larry Plesent fixed the lock on the inside door---Thank you, Larry!
5. Treasurer's Report – Unanimously approved.
6. Librarian's Report – Unanimously approved.
7. New Business – Our Venmo account is still attached to Jeannette's personal cell phone number. Maya has been trying to figure out how to delete it and will continue to work on that.  
Kelly needs to be added to the Friends account at the Credit Union but we'll wait until March when a new trustee is in place.
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- We finally have some information on the process! VT Dept. of Libraries is hosting a webinar on Tues.,

January 30 at 10:00 that will answer questions about how to apply for the US Treasury ARPA Capital Funds Grant. It will also be recorded for those that can't virtually attend at that time.

c. Policy review-we reviewed 4 policies:

Mission Statement – no changes

Children's Access to Library Materials – no changes

Facility and Equipment Use Policy-we made several changes

Cardholder Rights and Responsibilities- we made 1 change

All changes were unanimously approved by the Board.

All policies are available for review at the Library and we will continue to review and update others at future meetings.

9. Action Items -
1. Contact VT Dept of Libraries re: profile - Sandy
  2. Request 2<sup>nd</sup> half of town appropriated funds from the Town Office - Doreen
  3. Long Range Planning/Friends/Bookmark - Maya & Sandy
  4. Look into a short-term CD for the Lloyd gift – Barbara
  5. Investigate/replace light bulbs on the outside sign and motion light - Maya and Barbara
  6. Remove Jeannette's personal cell phone number from Venmo account - Maya
  7. Review and make comments on the Preliminary Outline of Long Range Planning Statement – Maya and all Trustees

10. Adjournment – Adjourned at 6:29 pm

Next regular meeting Tuesday, February 13, 2024 at 5:30pm upstairs in the library.

Respectfully submitted,

Kelly Kelly