

Rochester Public Library

Board of Trustees – Meeting Minutes – February 13, 2024

In attendance: Doreen Jones (Chair), Kelly Kelly (Secretary), Barbara Shenton (Treasurer), Maya Newroot (Director), Guests-Vincent Martinez, Bonnie Johnson, Lauren Scogin

Meeting called to order at 5:30 pm

1. Public Communications and Comments – None
2. Board Communications and Comments – General discussion of trustee duties and our “Friends of the Rochester Library” group.
Sandy brought in 2 books by local authors who would like to be considered for doing a program in the Library. Maya will reach out to both of them.
3. Approval of January 23, 2023 Meeting Minutes – Unanimously approved.
4. Review of Action Items – Most completed, a couple of things were worked on but not complete. Those items will be on the list for next month.
5. Treasurer’s Report – Unanimously approved.
6. Librarian’s Report – Unanimously approved.
7. New Business – The dates for the 2024 Trustee meetings were set as follows:
March 12, April 9, May 14, June 11, July 9, Sept. 10, Oct. 8, Nov. 12, Dec. 10
No meeting in August unless something comes up that needs to be addressed.
All meetings at 5:30, upstairs in the Library.

Library website security was brought up by one of our patrons. While the library website does not capture any personal information, when clicking on to our online catalog, information about books or items requested by a patron is stored on the library server. However, this information can only be accessed by the library staff. Maya will reach out to our patron and we will continue to have further discussion on this topic.

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- Maya will be working on this on Friday.
 - c. Policy review-we reviewed 2 policies:
 - Lost or Damaged Materials Policy – several changes
 - Circulation and Renewal Policy – several changes

Most changes were in the wording of the policies, to make them more “reader friendly”.

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. Executive Session – tabled until next month

10. Action Items-
- 1. Follow up - VT Dept of Libraries re: profile – Sandy & Maya
 - 2. Display materials for Town Meeting – Sandy & Kelly
 - 3. Turn Lloyd gift into a 9-month CD - Barbara
 - 4. Contact electrician to replace outside light bulbs and repair motion light - Maya
 - 5. Close Paypal & Venmo accounts - Maya
 - 6. Contact VT Dept of Libraries re: website security - Maya

10. Adjournment – Adjourned at 6:57 pm

Next regular meeting Tuesday, March 12, 2024 at 5:30pm upstairs in the library.

Respectfully submitted,

Kelly Kelly