

Draft: Monthly Meeting of the Wardsboro Public Library Trustees
Thursday, February 29, 2024 7:00 PM

Call to order: 7:08 PM

Attendees: Library Director Lizzie Ingraham, Trustees Karina Martin, Carol Backus via Zoom, Bob Stupp, Steve Herd, Sheri Lewis via Zoom. No members of the public.

Changes to the Agenda: Storage room under new business

Approval of Previous Minutes: Motion to approve Minutes: C. Backus, second by B. Stupp

Treasurer's Report, B. Stupp: Motion to receive report by C. Backus, second by S. Herd.
Report unanimously approved with no changes.

- B. Stupp purchased a Certificate of Deposit in the amount of \$30,000 for a term of 12 months at 4.5% APY. We now have two \$30,000 CD's
- Discussed the possibility of opening a second Endowment Fund. This matter will require further consideration at a future meeting.
- K. Martin questioned why the Comparative Statement is in the red. B. Stupp indicated that this will change with the receipt of the second appropriation payment from the town. We are expecting that second appropriation payment from the Town of Wardsboro in the very near future.
- The Endowment Fund lost \$958.91 in January, but earned \$577.40 in dividends. It was determined that the Trustees need to explore what the Endowment is invested in, and determine if the money can be invested in better funds.

Library Director's Report, L. Ingraham:

- See handout.
- The Curtain Call production of "Murder By the Book" has been postponed until late September or early October.
- The minimum age for unaccompanied children visiting the library was discussed. Lizzie said the age has been 10 years old, but that is not always strictly enforced. K. Martin suggested that the minimum age should be by grade in school, rather than age. It was suggested to make the grade level 4th grade. The policy will need to be amended.
- The Annual Easter Egg Hunt has been scheduled for Saturday, March 30, 2024.
- S. Herd and P. Bernardo volunteered to hide the eggs on the morning of the 30th.

Friends' Liaison Report:

- There is nothing new to report.
- S. Herd is contacting the Vermont Department of Agriculture to gather information about Jumping Worms, and how they might affect the Annual Plant Sale fundraiser.
- It was reported that Linda Gifkins was asked to renew the Gilfeather Turnip website for another year at \$18.00/year.

Old Business:

- Annual Appeal update: We may double last year's total, with 103 donations already received.
- Lotus Graphics can print and do the mailing of the thank you letters to the donors. B. Stupp moved to use Lotus Graphics to do the mailing of the thank you letters at a cost not to exceed \$300.00. It was second by S. Herd. Motion passed. We will need to review these letters from past years for appropriate wording for this year's letters.
- We are considering items such as hand-made rugs and quilts for this year's Raffle.
- New internet provider: We will be switching our internet service to Xfinity. We are awaiting an electrician to run the necessary wires for the installation.
- The budget for the town appropriation has been submitted and is ready for the Town Meeting. We are asking for a larger appropriation this year. The cause of the budget increase is due to increased insurance costs.
- The Trustees up for re-election this year are Sheri Lewis and Karina Martin.
- CD purchase - see Treasurer's Report
- Winter/Exterior lights - We are planning on using Dustin Polanski as the electrician. We are waiting on a quote from him. It was determined that the railing lights should be replaced by lights that will shine on the walkway, and that the lamppost may only need a new lightbulb. The electrician can also install outdoor Holiday lights around the front of the building. It is estimated that this work can be completed by this May.

New Business:

- Use of the upstairs space has been put on hold for the time being. This will be discussed when Steve A. is available.
- Exterior lights: Need to call an electrician to fix the problem of the lights. Need to contact Steve A. regarding the timer setup.
- Memorial Day Events - See Friends Liaison report
- Generator/Power Backup - S. Herd has received one quote and is meeting with a second company on Monday, March 4 at 10:30 AM.
- Deck - B. Stupp has one set of possible plans, S. Herd will check to see if he has other plans at home. An intermediate solution may be the installation of a set of stairs and a newly installed gate off of the top of the existing ramp.
- A discussion was had regarding John Gilbert who was a donor to the Friends. He has passed away. It was suggested that the Trustees send a thank you letter to his widow.
- The March meeting will include the election of officers.
- Upcoming Trustees meetings - April meeting will be moved to May 2, and the May meeting will be on May 23.

Adjourned at 8:31PM on motion by Carol Backus

Next meeting will be held Thursday, March 28, 2024 at 7:00 PM