

Starksboro Public Library Board of Trustees Meeting Minutes

Monday, February 10th, 2024 | 4:30 - 6:30 pm

Trustees in Attendance in person or by Zoom	Katie Antos-Ketcham, Leah Hamilton, Jake Mendell, Christa Finnern, Emily Fisher,
Others in Attendance	Cathy Townsend, Maggie Melvin
1. Call to Order	The meeting was called to order at 4:41 pm.
2. Opening	
3. Approval of November Minutes	The January minutes were approved. Christa made a motion to approve and Leah seconded the motion, the minutes were approved unanimously.
4. Board Membership	
5. Librarian's Report	<p>1. Statistics</p> <p>Library statistics look great! Trustees appreciate all the activities and work Cathy has been maintaining.</p> <p>2. Library operations</p> <p>Town has hired a snow shoveler.</p> <p>Snow fence might be helpful for the pathway. Cathy has had to shovel a lot. Walkway is not easy to shovel.</p> <ul style="list-style-type: none">• What is Library committed to paying for shoveling?• What directions have been provided to individual shoveling? Can we give them instructions specific to library needs?

	<ul style="list-style-type: none"> • Would it be appropriate for Cathy to communicate with them directly? Do they know the hours of the library? <p>Cathy will reach out to town and ask additional follow up questions/concerns. She also has questions related to expenditures from January that need clarification.</p> <p>Cathy will follow up with Amanda about \$2,000 maintenance (discussed in January minutes). Amanda was going to inquire of the Selectboard to get more answers.</p> <p>Christa asked if the cleaner issue had been resolved. Cathy reached out to individual who might be able to be a cleaner, but they have not returned Cathy's call. From email communication between Katie and Amanda, it sounds like ultimate decision is with the town Selectboard. Leah will reach out to someone she knows to inquire about interest.</p> <p>3. Library programming</p>
<p>6. Current Business:</p>	<p>1. Town Meeting Prep (5:05-5:25)</p> <p>Katie, Leah and Maggie will be able to attend. Cathy will attend but cannot speak. Katie will introduce the board and staff who are present at meeting, etc.</p> <p>2. Town Hall Accessibility Project Update (5:25-5:30)</p> <p>Architect has completed a lot of work towards construction drawings. The following items need to take place in February</p> <ul style="list-style-type: none"> • meeting with Engineering Ventures to finalize drawings • Share details with selectboard and create RFP for construction.

	<ul style="list-style-type: none"> ● construction permit need to be submitted to state ● Variance request for fire safety <p>A lot happening! Timeline should look like getting responses to RFP in March, Selectboard can pick a contractor in April, and installation would occur in June/July.</p> <p>Selectboard wants additional egress before we can use the lift. A lot of that will depend on funding.</p> <p>3. Personnel Policy Addendum work (5:30-6:00)</p> <p>Reviewed addendum, trustees made some revisions, discussion around Holidays.</p> <p>Katie will bring edited version to next meeting.</p> <p>4. MOU work (6:00-6:30)</p> <p>Trustees reviewed draft. Will bring edits to meeting next week and go through as a group.</p>
6. Adjournment	6:30 Adjourned
Upcoming Meetings	March 10, 2025 (review and edits to MOU, ideas for fundraising)

Respectfully submitted,

Christa Finnern