

## Starksboro Public Library Board of Trustees Meeting Minutes

Monday, November 11, 2024 | 4:30 - 6:30 pm

<b>Trustees in Attendance in person or by Zoom</b>	Katie Antos-Ketcham, Christa Finner, Leah Hamilton, Jake Mendell and Catherine Townsend
<b>Others in Attendance</b>	NA
<b>1. Call to Order</b>	The meeting was called to order at 4:40 pm by Katie Antos-Ketcham
<b>2. Opening</b>	How are you doing? Highs, lows
<b>3. Approval of November Minutes</b>	Katie made a motion to approve minutes, Leah seconded. Minutes accepted.
<b>4. Review agenda for addition, removal, or adjustment of any items</b>	Add to discussion updates on Nov. 6 Selectboard Meeting
	Katie, Leah, Christa and Cathy met with SB on 11/6 to discuss status of MOU, our budget timeline/planning, and policy alignment.
<b>5. Librarian's Report</b>  Budget	<b>Budget</b> Cathy is interested in going to the town office to bring an example of what we used to get for a financial report and request getting that format again.  <b>Library programming</b>

	Ethan Tapper talk on Thursday
<b>6. Current Business</b>	<p><b>New board member search</b></p> <p>Katie mentioned the opening to the READ committee. Didn't follow up with the person she talked to last month.</p> <p>Katie will put a posting on FPF. Will also send info to Cathy and she will put it up in the library.</p> <p><b>Budget Planning</b></p> <p>Leah to meet with Nancy to reallocate (journal entry) items in the 23-24 budget. (There was an overpayment on personnel and some expenses were not allocated to grants.) We discussed the best format for the Annual Report booklet and how to show the information.</p> <p>Decision to format our report like the Emergency Fund page (page 40) of the 22-23 Annual Report. Leah will create this budget page.</p> <p>Leah and Katie will collaborate on the town report text.</p> <p><b>FY 25-26 financial planning</b></p> <p>Homework:</p> <ul style="list-style-type: none"> <li>• Jake found some salary information, but it wasn't complete.</li> </ul>

	<ul style="list-style-type: none"> <li>• Christa looked at other town budgets of similarly sized libraries and towns</li> <li>• Katie did some estimations on salary increases and how they would affect budget</li> </ul> <p>Cathy requested that we budget to be open for an “extra” day on a week when the library is closed for a paid holiday rather than make a significant increase to pay.</p> <p>Cathy will do a study to help us understand when people are coming to the library (times).</p> <p>Budget discussion as reflected in the draft of the budget.</p>
<b>6. Adjournment</b>	6:52pm
<b>Upcoming Meetings</b>	Dec. 9

Respectfully submitted,  
Christa Finnern