

Starksboro Public Library Board of Trustees Meeting Minutes
Monday, March 11, 2024 | 4:30 - 6:30 pm

Trustees in Attendance in person or by Zoom	Katie Antos-Ketcham, Christa Finnern, Leah Hamilton, Jake Mendell
Others in Attendance	Laura Doyle and Catherine Goldsmith, SPL Director
1. Call to Order	The meeting was called to order at 4:30 pm.
2. Opening	NA
3. Approval of November Minutes	The February 12 and 27, 2024 minutes were approved. Christa made a motion to approve and Jake seconded the motion, the minutes were approved unanimously.
4. Librarian's Report Budget	<ul style="list-style-type: none"> *Coordination of eclipse activities has been ongoing *Pre-eclipse event occurred 3/9/24 at the library. 36 attendees *Working to understand parking/facilities for attendees of eclipse viewing in town *Potluck is planned after eclipse, requesting to use the church kitchen *Marty's training is ongoing. Marty and Linda have covered Catherine's vacation. * Story time in February was well attended: 20 attendees
5. New Business Personnel policy language update Finance Committee	<ul style="list-style-type: none"> *Discussion of officer roles. <ul style="list-style-type: none"> * Christa is satisfied with the co-chair role and would like to remain in this position * Discussion of addition of facility chairman (fire extinguisher) * Katie could continue as co-chair or assume another role

- * Laura could stay as secretary or assume another role. Discussion of role and additional responsibilities including posting agenda and minutes
- * Leah discussed some of the Treasurer responsibilities. The role may be redefined this year including acquiring reports, working with the town treasurer, etc. Catherine has been completing some of the treasurer's responsibilities. Leah suggested creating procedures for financial management to create continuity for new board members, staff, etc.
- *Questions: Can a town credit card be made available for the Librarian?
- * Discussion of creating SOP's for receipts handling

Katie made a motion to elect the following officers, Leah seconded the motion.

Officers

Katie Antos-Ketcham and Christa Finnern: Co-chairs

Leah Hamilton: Treasurer

Jake Mendell: At Large (fire extinguishers, check exits, prep for inspection)

Laura Doyle: Secretary

Budget

*Make sure personnel budget includes Meg's fringe

Director's News

*Catherine has decided to move on to the next opportunity. Tentative date: End of May. The board is grateful for Catherine's hard work and commitment to the library's day to day operation and community building activities. Potential subs include Lynn and Linda.

Personnel Policy

*Homework – Review town policy and consider what is appropriate for the Library

	<ul style="list-style-type: none"> * Volunteer hold harmless agreement needs to be developed (Department of Libraries has an example) *Hiring committee and job description for Library Director need to be established: Leah, Jake, Christa, Katie, Laura will be members of the committee *Establish job description (last updated 2015). Request that Catherine review current job description. Meeting to review with Catherine on 3/14/24 (Laura/Katie). * Determine locations to post job <ul style="list-style-type: none"> * Vermont Library Association – job board (Catherine can help) * Lib Staff posting board - Department of Libraries *Follow-up Meeting: Monday 18th 4:00 pm (finalize job description, location to posts/write posting, determine contact person)
6. Adjournment	6:40 pm
Upcoming Meetings	April 1, 2024 (regular meeting) March 18th 4:00 routine follow up

Respectfully submitted,
Laura Doyle