

**Starksboro Public Library Board of Trustees Meeting Minutes**  
**Monday, April 1, 2024 | 4:30 - 6:30 pm**

<b>Trustees in Attendance in person or by Zoom</b>	Katie Antos-Ketcham, Christa Finnern, Leah Hamilton, Jake Mendell, Laura Doyle
<b>Others in Attendance</b>	Catherine Goldsmith, SPL Director
<b>1. Call to Order</b>	The meeting was called to order at 4:30 pm.
<b>2. Opening</b>	April Fools Discussion
<b>3. Approval of November Minutes</b>	The March 11, 2024 minutes were approved. Christa made a motion to approve and Jake seconded the motion, the minutes were approved unanimously.
<b>4. Librarian's Report</b>  Budget	<ul style="list-style-type: none"> <li>*Statistics March: 379 patrons/bonebuilders/etc in March, 205/103 regular books/electronic, 4 new library cards</li> <li>* Catherine's salary is still incorrect</li> <li>*Application for summer reading grant \$300 (automatic if submitted)</li> <li>*Tim Jennings will do story time</li> <li>*Planning week of young child activities</li> <li>*Story time with Addison Independent upcoming</li> <li>* Updated large print collection</li> <li>* Marty is working on library certificate class</li> <li>* Library Association conference, recommend Marty attend cost \$55 May 20th</li> </ul>
<b>5. New Business</b>	<p><b>Financial Report and Budget Discussion:</b></p> <ul style="list-style-type: none"> <li>*Leah and Catherine reviewing transaction detail report and budget to actuals reports from town.</li> </ul>

\*Need Payroll report from town for all employees

\*Need to work to make Library budget reports and town reports match for easier reconciliation

\*Plan to set new budget reporting and procedures for July 2024 start of new year.

\* Meg was budgeted in programming but costs are coming out of personnel. Fringe costs were not included.

\*Catherine's payment is incorrect: back pay has been paid, but current pay is still incorrect. Catherine to provide details to address payment discrepancy. The board will follow up to rectify.

\*Catherine to submit any reimbursement requests with timesheet.

\*Questions: Is it easier for town to run payroll on a different schedule than monthly?

### **Personnel Policy**

Section 1: Title and Authority –library board rather than selectboard

Section 2: Full time or part time for library director?

Section 7: Hours of Service and Inclement weather policy?

Section 8: Full time? Question about clearance for other employment?

Section 12: Library Co-chairs would review the Library Director and would be shared with library board. Library Director would review library employees

Section 13: Remove town representative add library trustee

Section 15: SPL Computer system outside of town system (comcast email). Page 6, Question about introducing software? Remove reference to "Town" and use SPL or other language

Section 17: Eligibility for benefits (will we offer health insurance?, costs? Add to budget in future?)

	<p>*Notes: Meg is a part time employee (2 hrs per week)</p> <p>Library Director Candidates: 2 Applicants</p> <p>*One candidate is looking for an interim position</p> <p>*One candidate is currently living in NY</p> <p>*Schedule for next week (1 hr each, can be via zoom): Wednesday 10th ideal - (earlier in day is better starting at 9:00 am), Back up dates April 11th (Katie 8:30/9:00 am or after 4:00) or 15th (Leah available, Katie 2:00 pm or later) .</p> <p>*Interview questions need to be determined</p> <p>*Lynn is willing to help out during the Library Director transition</p> <p>*Meg is will to sub (at sub rate)</p> <p>*Linda can sub (at her previous rate)</p> <p>*Marty can work more hours</p> <p>*Leah will set up interviews</p>
<p><b>6. Adjournment</b></p>	<p>6:35 pm</p>
<p><b>Upcoming Meetings</b></p>	<p>May 14, 2024 (regular meeting)</p>

**Respectfully submitted,  
Laura Doyle**