

**Pierson Library Board of Trustees Minutes - DRAFT**  
**October 21, 2020 7pm.**  
**Conference Call**

**Attendees**

Kevin Unrath (Director)

Trustees: Lisa Merrill, Alex Nalbach, Cate Cross, Jane Ribolini, Charlotte Albers, John Boscia.

Call to Order 7:01pm

**Approval of Agenda**

John moved to approve agenda, Becky seconded; all voted in favor.

**Public Comment** – none.

**Approval of Minutes**

Alex made a motion to approve minutes of Sept. 17, John seconded; all voted in favor.

**Treasurer's Report**

Alex got a financial report from former treasurer Barb Comeau ending Sept. 30, 2020 showing a balance of \$32,558.95. He now has check writing ability. Lisa brought up Giving Tuesday flyer; Alex made a motion to spend up to \$900 for a Shelburne News flyer insert to go out before Giving Tuesday to raise funds for an expanded e-book collection and building improvements; Cate seconded, all voted in favor. Communications group will promote through social media along with an email from Kevin sent to approximately 500 donors.

**Director Update**

September circulations numbers down from last year due to Covid-19 but e-book usage continues to be strong. Programs and outreach are socially distanced or hybrid; discussion about making all visible on website despite full capacity. Agreement that website should list these groups with the possibility of expansion if enough facilitators. Draft budget for TY 2022 will be shared with the Selectboard Oct. 27 at the preliminary budget review of town departments.

**Communications Group update**

Indigenous People's Day was a success. November is National Native People month; Cate working on an art display. Has also contacted a racial action group at CVU High School about collaborating with the library. Any ideas for PR please contact her.

**2020 Trustees and Friends Conference**

Lisa, Cate, and Becky attended this online event Sept. 21-25 sponsored by VT Dept. of Libraries and the VT Library Association; Kevin was a presenter. Next conference will be in Sept., 2021.

**Budget Proposal FY 2022**

Library budget is on the agenda for the Selectboard meeting Oct. 27<sup>th</sup>. Budget proposal for FY 2022 (starts July 2021) is on par with current year showing no increase. Board encouraged to attend, Lisa will share zoom link.

### **Director Goals**

Review of Director Goals for July 2020 - June 2021. Cate moved to approve, Charlotte seconded; all voted in favor.

### **Policy for Dedicated Spaces**

Review of draft policy by Alex; agreement to look at other library policies. Kevin will share some for board to consider at a future meeting.

### **Allocation and Priorities of Trustee Discretionary Funds**

Some library trustees have an investment policy. Kevin says it's good to develop a plan for restricted funds, policy could detail accepted or appropriate expenditures. Municipal budget allocations cover all essential library operations but trustee account funds could be used by town (to make up budget shortfalls) unless restricted with a policy that clearly defines trustee funds as separate from municipal funds. He recommends a working group to continue the discussion.

### **Topics for Future Meetings**

Trustee Discretionary Fund policy working group, Art Policy, Dedicated Space policy review.

Next meeting will be November 19, 2020 at 7pm.

Jane moved to adjourn the meeting at 8:55pm, Charlotte seconded; all voted in favor.

Conference Call:

MEETING INFO

Personal Meeting ID (participants will need this to call or log in from their Zoom Account): 403-319-7524

Meeting Password: 454903

Call in phone number: (415)762-9988

URL to log in to the

meeting: <https://zoom.us/j/4033197524?pwd=WXFYUJZkMvdUJHWFpScStGR2dwdz09>