

GRAND ISLE FREE LIBRARY

Minutes, April 10, 2023

Trustees Present: Howard DeMars, Kate O'Neill, Colleen Bushway, Glenda Leake and Karen Allen

Trustees Absent: None

Others present: Grand Isle Free Library Director, Janet Bonneau

The meeting opened at 6:00 pm.

I. Secretary's Report:

a. Copy of the Minutes from the February 13, 2023 meeting were available, allowing time for the trustees to review and comment. Glenda moved to approve the Minutes as written; Kate seconded the motion. There was no discussion. Motion carried.

b. Copy of the Minutes from the March 13, 2023 meeting were available, allowing time for the trustees to review and comment. Colleen moved to approve the Minutes as written; Glenda seconded the motion. There was no discussion. Motion carried.

II. Treasurer's Report – Colleen provided the Treasurer's report as of the end of March 2023 (third quarter of the fiscal year) except for salary information and bank account interest which was not yet available. The Courier fee has increased by \$1.37 per week. There is enough budgeted to cover the increase. The Green Mountain Library Consortium (Overdrive/Libby) fee is also being increased by \$72.54 for the year. The library budget remains on track.

The Friends of the Library covered a portion of the first Paint and Tea expense. Karen had a question about the credit line item for the Friends amount in the Revenues portion of the Treasurer's Report and how it affected the amount in the March program expenditures. Colleen explained the reason for that portrayal. Karen suggested that perhaps the entire amount could be reflected in the March column with a note in the balance available column to show how the credit affected the amount remaining to be spent on programming before the end of the fiscal year. Colleen made a motion to accept the Treasurer's Report with the change suggested by Karen, Glenda seconded the motion. There was no further discussion and the motion passed unanimously.

a. Certificate of Deposit – NBT Bank declined to open a CD for the library due to it being with municipal funds. Colleen has opened a CD at Northfield Savings Bank with \$57,000 +/- in March. She has researched CD terms and interest rates at other local banks that could allow for municipal funds. TD Bank has the most favorable CD rates and terms though they also have a requirement for a new account to be opened with \$2,500 to be maintained to avoid monthly fees. The board discussed the various options and Karen moved to open the required account at TD Bank with \$2,500 from the current money market and to also open a 12 month Certificate of Deposit with \$240,000 which should carry 3.93% interest. Kate seconded the motion. There was no further discussion and the motion passed unanimously. For purposes of the Grand Isle Free Library banking, Colleen Bushway has the authority to move the funds from and into the various accounts discussed to accomplish the formerly referenced actions.

III. Library Director's Report: Janet had provided her Report to the Board prior to the meeting. The second Paint and Tea was as successful as the first with several new folks in attendance. Some of those have since visited the Library to become new patrons and with an interest in joining in library programming. Janet made special note of thanking AnnaMarie DeMars for the delicious snacks and all of the volunteers for helping to open and close the event. It has been suggested that perhaps the Fire Department would allow for Janet and the Trustees to have a code to open and close the building on those days that programming was held there to relieve the need for Fire Department personnel to be for those tasks. Glenda asked if it might be helpful to reserve the community space

for a certain day each month but library event planning does not currently allow for such regular scheduling. The Fire Department may approach the Selectboard to ask that Library use of the space need only Fire Department approval of the date in question rather than additional Selectboard approval. The upcoming Poetry Reading was discussed; it is to be held on April 13th at the Fire Station community space. Janet has reached out to the Burlington Writers Workshop and the Islander to invite them to the event.

During Janet's upcoming absence for medical leave, Colleen will be taking over Library Director duties and Howard will alert the Town Treasurer that her pay for that period will be reflected as Library Director hourly amount. Janet will use her remaining vacation and sick hours for this time off. Janet expressed how much she will miss the library and its patrons during her time away from work.

There are a couple of opportunities for the library to receive seeds for upcoming programming. These are available from Vermont Sunflowers for Ukraine and Slow Food Vermont (through a grant from City Market and Onion River Co-op).

- IV. New Business. Jeremy Chamberlin has offered to build raised beds for the library, if interested. The many logistics of placement and maintenance of the raised beds was discussed and it was decided that this item would be tabled for the current time with the possibility of it being revisited in the future.
- IV. Old Business. Colleen discussed the Needs Assessment requested by the State to be used for future funding. Due to the short return time, the State has extended the deadline for information to be provided from March 31st to April 15th. Colleen will work with Emily Clark of the Grand Isle Planning Commission to complete the paperwork by the deadline for submission. The Vermont Department of Libraries will allow for the Needs Assessment paperwork to be resubmitted in the future to allow for the most update information to be available.
- Since the Needs Assessment application requires an expiration date for the Town System for Award Management (SAM) registration, it was suggested that the Town be reminded to keep its registration updated and active. The Town will need to determine who is in the best position to take on that responsibility.

The meeting was adjourned at 7:40 upon motion by Glenda and seconding by Kate. The next meeting is scheduled for Monday, June 12th at 6:00 pm.

Respectfully submitted,
Karen Allen, Secretary