

**Pierson Library Board of Trustees Minutes – DRAFT  
November 19, 2020 7pm.  
Conference Call**

Attendees: Kevin Unrath (Director)

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

Call to Order 7:04pm

**Approval of Agenda**

Jane moved to approve agenda, Charlotte seconded; all voted in favor.

**Public Comment** – none.

**Approval of Minutes**

Cate made a motion to approve minutes of October 21, Alex seconded; all voted in favor.

**Treasurer's Report**

Alex has been reviewing documents and will create a spreadsheet for future planning. In January he'll have a treasurer's report showing revenue from Giving Tuesday plus overview of finances going back several years. Balance of funds as of 10/1 is \$43,514.

**Volunteer Holiday Gifts**

Kevin recommends sending \$25 gift certificates to 16 volunteers. Jane made a motion to approve spending up to \$400 for this purpose, Cate seconded; all voted in favor. Lisa and Jane will purchase from town businesses; Kevin will send out.

**Director Update**

October circulation numbers down 60-80% from last year but e-book usage continues to be strong. The Vermont Library Assoc. is asking the State for covid relief funds for more e-books. Volunteers are back doing some behind-the-scenes work.

Due to record high Covid cases Kevin advises scaling back operations to a Curbside Plus plan allowing limited in-person visits made by appointment only. Jane made a motion to authorize the Library Director to make such revisions to Phase One of the Phased Reopening Plan as he feels necessary to reopen, Alex seconded; all voted in favor. Kevin will update the library website, send out a newsletter, and notify public through social media that this change is effective starting Monday, Nov. 23. Hours will remain the same.

**Communications Group update**

Cate wants to look at how other libraries are using social media to promote their collections, services and events and will work with Kevin and staff to improve our messaging. She is working on ideas for Black History Month events in February.

## **Budget Proposal FY 2022**

Budget proposal for FY 2022 (starts July 2021) was presented to Selectboard on Oct. 27<sup>th</sup>, no word from Town on any developments. Actual expenditures YTD for the current fiscal year show an increase of around \$5,000 for building maintenance expenses due to unforeseen charges related to the elevator, HVAC system, and landscape maintenance. The FY 2022 proposed budget factors in these costs in the Building Maintenance Expense line item.

## **Policy for Dedicated Spaces**

Discussion of a new policy (below) to be formally approved by the board in January with a new donor form included in the Policy Manual.

Add to Section 7 (Gift Acceptance Policy)

<https://piersonlibrary.org/wp-content/uploads/2020/03/Library-Policy-Manual-Revised-7.19.pdf>

*The Trustees will review for approval written proposals for gifts offered with the intention of naming a library asset (space, piece of furniture, collection, program, etc.). Any such named asset will retain the name proposed by the donor for the useful life of the asset, at which time the Trustees may transfer the name to another asset of comparable usage, prominence or significance. All agreements to name library assets in exchange for donation shall be made in writing and approved by trustees, using the form in Appendix Z. Effective January 1, 2021.*

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

Kevin, Lisa and Becky will meet later this month to start reviewing goals for the 2021-2024 Strategic Plan; Alex will join. Goals and objectives will help to shape priorities for the Trustee Discretionary Fund budget allocations as it is being developed.

## **Future Meeting topics**

Kevin will share the Building Enhancement Group's assessment prior to the next meeting. Lisa has been in contact with the Friends of the Pierson to assess their financial priorities. The Giving Tuesday flyer will be distributed on Nov. 20; Kevin will make a donation link on the website and promote by e-news. Art in the library policy plan on hold. Review of the Strategic Plan will be discussed in January.

Next meeting will be January 21 at 7pm.

Cate moved to adjourn the meeting at 8:40pm, Jane 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=WXFYTUJTZkMvdUIHWFpScStGR2dwdz09>