

Minutes of Quechee Library Trustees' Meeting

Aug 12, 2019

Attending: Tommy Bauch (Trustee), Brian Chaboyer (secretary), Bill Eastwood (Treasurer), Dave Izzo (President), Kate Schaal (Library Director), Jim Schmidt, Katie McCarthy (Trustees), Merrilyn Tatarczuch-Koff (Vice-president)

Bill Eastwood presented his written treasurers report. We are only 1 month into our new fiscal year, and everything looks normal. The report was accepted.

Kate Schaal presented her written report. The report was accepted, with a discussion of a number of issues:

1. Thanks to the Quechee Women's Golf Association and the Friends of the Quechee/Wilder Libraries for partnering at the Quechee Club for a very successful golf, dinner and silent auction benefit.
2. The summer programs have gone very well. A number of programs are planned for the fall, including a Vermont Trivia night at the Skinny Pancake in Jakes on Nov. 1, a discussion with author Paul Searls on his book *Repeopling Vermont*, and repeat participation in the 'Rooted in Vermont' program, which is part of the Vermont Farm to Plaet network. Suggestions for possible speakers include a mushroom forager, or someone who could discuss sustainable farming.
3. The book discussion groups are very well attended, with lots of thoughtful comments.
4. Allison Meehem, a graduate student is taking a grant writing workshop and has requested that the library allow her to write a sample grant application for the library which she would submit as part of her class work. The board agreed to this request.

The board reviewed our bylaws, last amended in 2004.

1. Article IV, Section 1A specifies the composition of the Board of Trustees, with the Hartford Selectboard appointing one of trustees, chosen from a slate prepared by the current trustees. Merrilyn is the trustee currently appointed by the Selectboard. The process with the Selectboard is somewhat ill defined and may not be necessary, so we may wish to remove this requirement.
2. Article IV, Section 3 dealing with the Notice of Meetings has three parts, with the first 2 parts (A and B) placing requirements about the posting of the notice for the annual meeting, and any special meetings. Part C of Article IV Section 3 states that all meetings shall comply with the State of Vermont Open Meeting Law. Given that the Vermont Open Meeting law has extensive requirements regarding the posting of the notices of meetings, parts A and B are not required (and may in fact conflict with the Open Meeting Law). It is proposed that Parts A and B of Article IV Section 3 be removed.

3. Article VI Section I A discusses the appointment of an audit committee by the President every year, and the duties of the audit committee. As the trustees review the treasurer's report (which includes details on our assets, expenses and income) at every meeting, an annual audit is not necessary. It is proposed that Article I Section I A be revised to state that the President appoint an audit committee every third year.
4. Article VI Section I B discusses the appointment by the President of a three person Nominating Committee, who are responsible for nominating candidates to the Board of Trustees and the Audit Committee. A two person committee is more practical and efficient. In addition, it is not clear why the Nominating committee should nominate people for membership in the Audit committee when both the Audit committee and Nominating committee are appointed by the President. It is proposed that Article VI Section 1 B be revised to state that the President will appoint a two person Nominating committee, and that the Nominating committee is responsible for nominating candidates for the Board of Trustees (only).

Dave reported on the discussion he and Kate had with Steve Saunders regarding the request for a parking space easement from the current owner of the old library building on Main Street. The current owner believes that the library had granted a parking easement to the Chamber of Commerce when they bought the old library building in 1994. No record of this easement has been found, so it does not appear that the easement was ever granted. In addition, the documentation which does exist is not clear on whether this was to be a permanent easement granted to the Chamber of Commerce for as long as they owned the old library, or if the permanent easement was to be given to all future owners of the old library. Steve is aware of various arrangements which other Main Street property owners have made for parking, and will talk with the Town about possibly alternatives to the easement request.

Dave reported on the discussion he had with Mark Beliveau (CPA) regarding an audit of the library. Mark was very helpful. He stated that full blown audits are very expensive and not typically done by a 501(c) of our size. He suggested that the Trustees might consider hiring an accountant to review our financial policies, procedures and controls. The Trustees can then ensure that these are implemented, and rely on spot checks by the Audit Committee instead of hiring an accountant to perform a full audit. Mark is willing to meet with Dave again, to provide him with further details on best practices.

The tech committee continues to function well. Marieke has a new computer which is quite a bit faster than her old computer. However it takes awhile to connect to the network and this issue needs to be investigated. The trial of the Kanopy film streaming service is going well, with about 70 checkouts last month, It is a fairly expensive service, and we have budgeted for up to 100 checkouts per month.

The minutes of the June 10, 2019 meeting were accepted.

The next meeting is scheduled for Monday, September 9 at 5pm. The new town manager, Brannon Godfrey, has accepted our invitation to attend the meeting.

Meeting adjourned at 6:30pm.