

Minutes of Quechee Library Trustees' Meeting June 8, 2020

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

In accordance with the temporary amendments to the Open Meeting Law, the Meeting was held virtually, using Zoom. Public were provided access to the meeting either electronically, or by telephone.

Minutes of the May 11, 2020 meeting were approved.

Dave presented a written treasurer's report. Expenses are in line with our budget and we are currently in good financial shape. There has been no update from the town regarding our appropriation for next year. The two biggest budget categories are salaries and the collection. We have applied for a new credit card from *Charity Charge*, in order to end our relationship with Bank of America after difficult communications with them for several weeks. **The report was accepted.**

The report from A.M. Peisch (accountants) on our financial practices and procedures was discussed. Overall, the report was positive and validated our current procedures. Pure accounting procedures (reconciliations, etc.) are our biggest weakness. The report suggested that some of the financial tasks be split between people, but given our small size it is not clear if this is feasible. We will pursue the suggestion that a more formal investment policy be put in place, starting by consulting with our advisor at Wells Fargo. We are already tracking donations, and the reports suggestions are due to the fact they did not understand our procedures.

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

1. Today was extremely busy. Perhaps people are getting more comfortable going to a public space.
2. The appointment option is not being used much and will likely be discontinued.
3. We are considering the option of running children's programs which allow for social distancing. This would only be possible if the children are well behaved and followed guidelines on where to sit and how to interact.
4. We will see how a combined in-person/zoom program will work next week. In-person attendees will need to pre-register.
5. Circulation was up 10%, though this is likely due to the automatic renewals. Averaged about 20 items per day with our curbside pickup option. The use of electronic resources

did not increase significantly; perhaps people are fatigued from being in front of a screen all of the time.

6. The Friends newsletter/appeal will go out soon. Dave should meet with the Friends treasurer to learn about their projected expenses and income. There has been no activity in the last 3 months.

Old Business: Out of state cars are still parking in our lot when the library is not open. The letter from our lawyer Michael Tarrant II advising Sherri Albrecht that there is no parking easement associated with our library did not receive a response.

The Annual General Meeting is scheduled for Monday, July 13 at 5pm.

Meeting adjourned at 6:00pm.

DRAFT