

Minutes of Quechee Library Trustees' Meeting

November 14, 2022

Attending: David Izzo (Treasurer), Mark Bradley (Trustee), Jim Schmidt (Trustee), Debbie Marcus (Trustee), Bill Eastwood (Trustee), Kate Schaal (Library Director), Robert Hamlin.

The meeting was called to order at 5:03 pm. David Izzo ran the meeting due to the absence of Tommy Bauch. Debbie Marcus handled the Minutes in the absence of Brian Chaboyer.

A motion to approve the Minutes of the Trustees Meeting of October 17, 2022 was made by Debbie M and seconded by Jim S. All approved the October minutes.

Public Comments: Bob H commented on the new website enhancements which he had just viewed online. This was a surprise to staff, since the expected rollout was not for a few days. Kate indicated she would check on that and make sure the site was presenting information correctly. Kate indicated public participation on the website will be key going forward.

Treasurer's Report: Dave referred everyone to the reports he had sent out electronically prior to the meeting. The only expense raising eyebrows was water: usage increased in June, July, and August about 20% more than normal usage. Watering of the library gardens during this summer's drought was the likely cause. The library is drawing on reserve funds for the ongoing planned capital expenses. The work on the heating system needed to be done. Completing this capital project means there will probably not be a surplus at the end of 2022. There were no questions. A motion to approve the Treasurer's Report was made by Bill E and seconded by Jim S. All approved the report.

Library Director's Report: Kate referred to her report sent electronically earlier.

1. The new heat pump system is currently the prime heat source. The rooms are comfortable. Rick is following up on Partridge to schedule out the completion of the boiler work, installation of the new radiators, and restoration of hot water.
2. The Vermont Reads 2023 topic The Most Costly Journey, a graphic work about Vermont's agricultural heritage and migrant workers in the region. Programs are being developed and a Hartford High School teacher is interested in partnering.
3. The new library employee, Anastasia, gave sudden notice after only a few weeks. The loss of her hours will be handled through the winter. Volunteers and George are filling in some slots. When the library becomes busier, Kate will revisit hiring additional staff.
4. The Thursday evening music was not well attended recently, but the musicians like a chance to get together and play, so this will continue for now.
5. The Aspen site development progresses. This gives the public additional ways to engage with the library and provides an easy entree to online searching for books, e-books, and films.

Simply search for any author or title, and the system opens up. Volunteers will be trained on its use and provide support for patrons.

6. Kate also referred to the current Town situation (departure of the Town Manager) and how it relates to the Budget season. It is unknown at this time how next year's Budget will be handled.
7. A motion was made by Bill E to approve the Director's Report, and seconded by Jim S. All approved the report.

Old Business:

Dave indicated that +/- \$14,000 remains on the heat pumps installation as well as billing for the boiler upgrade. Invoices will be forthcoming soon. Dave thinks using the checking account exclusively means cutting things close until the next installment of cash from the Town. Bill E noted that this is not the best time to be taking funds from the Investment Account. Jim S noted that Partridge has a 30-day payment schedule, bringing us close to year's end. Dave advised that it seemed best to wait; annual appeal funds will be coming in before we have to send the payments. Bill E agreed that it's time to spend down the checking account; all concurred.

Kate brought up the Town of Hartford and the budget process. The Town Manager has departed. The Town Finance Manager is acting as the interim. The former Town Manager had said "all was fine and there was no need for a budget appearance by QPL. Now the message is that a budget appearance may be needed in January.

The installation of boulders around the new propane tank installation zone is complete.

New Business:

Debbie M introduced the library's embarking on a challenging project to become certified as a Sustainable Library under the nationally recognized Sustainable Libraries Initiative, or SLI, one of seven libraries in VT to enroll in the certification process. QPL will look at its sustainable practices and required and recommended action steps in 11 areas of sustainability: policies, outdoor and indoor spaces, transportation, energy, water, materials, collective impact, social cohesion, resiliency planning, financial sustainability, and collections management. QPL is committed to becoming a sustainability leader and resource for the community, building a model which delivers on the triple bottom line definition: to be truly sustainable an organization must embody practices that are environmentally sound, socially equitable, and economically feasible. More on this process will be coming soon. Kate, Marieke, and Debbie are currently heading up the SLI Team for QPL, but other Team members will be needed to achieve this goal. Questions: Bill E asked how work on this initiative will go on with reduced staff. Kate acknowledged the importance of engaging the public in new ways. Dave asked about QPL's past programs and practices and how this works with SLI. Kate explained that we can look back and include the library's solar panels and energy system upgrades, as well as QPL's past programs on social

inclusion and recycling to fulfill SLI requirements. Dave advised engaging groups like the Co-op or VINS who have programs which might support QPL goals.

Dave and Kate announced the delivery of the new outdoor table and benches is expected soon. These items are very heavy - as in several hundred pounds. Help may be needed when delivery occurs.

Next Meeting:

The next meeting is December 12 at 5pm.

A motion to adjourn was made by Jim S and seconded by Bill E. All approved. The meeting adjourned at 6:05 pm.