QPL Trustees Meeting Minutes 3/10/2025

Present: Tommy Bauch (President), David Izzo (Treasurer), Debbie Marcus (Secretary), Mark Bradley (Trustee), Erika Wetzel (Trustee), Anne Clemens (Trustee), Susan Fosdick (Trustee), Michaela Lavelle (Director), Bob Hamlin (Observer)

Tommy brought the meeting to order at 5:07 pm.

The Minutes of the meeting 2/10/25 had been previously distributed. A motion to approve the Minutes and the Executive Session Minutes was entered by Sue; seconded by Anne. All approved both Minutes.

Treasurer’s Report: The Library finances continue to be in a good position and well within budget projections. The Town appropriation check ($94,000) was received and deposited. The next check will come in August/Sept 2025. Insurance costs have risen 20%. The payroll costs are fine; a couple of months had 3 pay periods, rather than 2, but this resolves itself in the budgeted expenses over the course of the year. Tommy asked about the budget line for Postage and Dave explained what this covers. A motion to approve the Treasurer’s Report was entered by Anne; seconded by Erika. All approved the Treasurer’s Report.

Director’s Report: Michaela noted that while circulation figures went down, patron visits to the Library increased. Patron use of the online services is good. M & M Tasting during President’s week was successful with 35 participants. Patrons are often using the Library (and its WiFi) to participate in Zoom meetings. Michaela will pursue a grant for purchase of a sound proof booth to provide private space for zoom calls. (More on this under New Business.) Rt 5 Farm will use QPL as a CSA pick-up location in 2025. The farm will donate 1 share to the Library for this access. Michaela applied to Building Community Based Summers and was selected as one of 16 libraries throughout the nation to participate in this program, consisting of 4 training sessions, to promote understanding of what communities want/need from libraries regarding summer offerings and programs and engage in strategic planning for this summer. The PoemTown project has at least 30 local poets and a WRS classroom participating. The number of poems may exceed the posting locations; Michaela is seeking more participating locations. Poems will be posted on 3/31 or 4/2. The Sustainable Libraries Initiative needs attention and updating. A motion to approve the Director’s Report was entered by Debbie; seconded by Dave. All approved the Director’s Report.

New Business: Michaela applied for a grant that is tied to library infrastructure which enables more community involvement in public libraries. This would be used to purchase a sound-proof booth suitable for patrons’ use for Zoom or other electronic group meeting calls. Michaela recommended a 40 x 42 booth built with sustainable materials, with table and chair included, with an interior fan, with a locking door, and which plugs into a wall outlet. There is a suitable space upstairs. The cost is +/-$8,000. Tommy raised the issue of warranties on the booth/fan. Michaela will send everyone the link to the manufacturer of the booth she prefers. A policy for use of the booth by patrons would be established.

Michaela brought up the topic of general Strategic Planning for QPL. Considering the Director change and the Post-Pandemic environment, this would be a timely thing to do. There is a $500 grant available from the state for engaging a consultant. Strategic Planning would involve patrons and the community. Sue mentioned the benefit of such an activity for QPL, especially as how QPL/WCL is perceived by the Town. Anne asked if there is a copy of a past Strategic Plan. Records will be searched for any past documents. A working group will be assembled to consider resources and needs.

Debbie reported briefly on the Children’s Room sign. An artist has interest and will meet soon. Tommy had another possible artist referral.

Erika talked to Paul S about renovation of the brick walkway. He had originally installed it. He anticipates needing a crew of 4 over 4 hours to do the job later in the spring. Debbie will alert the Quechee Garden Club when the work is scheduled.

Dave reported that Kate has not yet worked any additional hours; there will be a final payment of funds due to Kate.

The next Trustees Meeting will be 4/14/25.

A motion to adjourn was entered by Dave; seconded by Sue. All approved. The meeting adjourned at 5:55 pm.