AGENDA
Chittenden Public Library
Board of Trustees
WEDNESDAY, October 8, 2025
6:00 pm

Share link:
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- Additions to agenda
- Public comments
- Approval September 2025 minutes – all
- Treasurer's Report – Molly Hooker Hatfield
    - Finding new treasurer
    - Moving money from money market account to higher interest account
- Librarian's report – Joanna Tebbs Young
- Old Business
    - Bake sale – final plans – S. Quint
    - Annual Appeal envelope addressing – S. Quint
- New Business
    - Preparation for annual Library Director's review – S. Quint

Chittenden Public Library

Board of Trustees' Meeting

Wednesday, November 12, 2025, 6:00 pm

Draft Minutes

Present: Sarah Quint, Joanna Tebbs Young, Heather Page, Melissa Slenker, Molly Hooker Hatfield, Brenda Vicars Hummel, Colleen Niering

Absent: Sarah Gallagher

Sarah Quint called the meeting to order at 6:05 pm.

1. Additions to Agenda - None

2. Public Comments - None

3. Approval of October 2025 Minutes

Heather Page moved, and Molly Hooker Hatfield seconded to approve the October 2025 minutes. Motion carried unanimously.

4. Treasurer's Report – Molly Hooker Hatfield

i. Finding new treasurer: the Board is still seeking a candidate.

ii. Update on moving money from money market account to higher interest account: Joanna has done extensive research (CPL records back to 1982, IRS records, Vermont Secretary of State, five other community libraries, Vermont State Librarian) to determine how to qualify CPL for a higher interest account. She will report final outcome at an upcoming meeting.

5. Librarian's Report – Joanna Tebbs Young

Chittenden Public Library Director's Report October 8 - November 12, 2025

- UPDATES
    - Events:
        - Community Heroes Story Time: Great turn-out – 42 that I counted, but probably more. Three emergency vehicles showed up, sirens a-going, and six first responders (including two women - yay!) came in the library to read a story and tell the kids some of the things they do in their job. (Theresa has suggested to Bob M that Barstow take over this event in the future to get even more participation from the school kids.)

- Kids' Book Club: Theresa and Erin B hosted a Halloween book club where they shared some of the scary books they had read, and played "Stump the Librarian." The snacks were, of course, a big hit.
- November Book Club: Six participants discussed *God of the Woods*

- Upcoming Plans/Ideas:
  - The Friends are planning a Valentine Cookie swap on Feb 9 as part of a push to do more programming/outreach for CPL
  - A few of the possible events Theresa and I have discussed and/or have been suggested:
    - Food Drive Day(s)
    - Author talk with student "published" author and his mom
    - Crafternoons (during open hours, no organization on CPL's part required)
    - Southern VT Natural History Museum visit
    - Covered Bridge program talk (free, we believe, but investigating)
    - An art workshop series
    - Visit by former MLB player who now lives in town
    - Feline Connection event (Luvia is looking into a possible spring date)
- Other:
  - I attended the Director's Summit in Montpelier last Friday where we discussed Emergency Preparedness and using data to tell a story to our patrons. I will summarize some of the take-aways for next month.
  - We're adding a "Librarians' Favorites" shelf.
  - As of January, I will start doing a seasonal calendar, rather than monthly. This will help get events on people's radar further in advance.
  - I've added a Community Corner to my newsletter for other Chittenden organizations to share their events since *Chit Chat* is no longer a thing.
  - Collection re-arrangement plans are still in the works. We have weeded a LOT of low-circulation paperbacks which are on the freebie cart (this was

put in the hallway during parent conferences – not sure that many were taken).

- Help getting other weeded books to RFL?

- Holiday week closings: The library will be getting deep cleaned and the floors refinished during school break. We are scheduled to be closed on the Wednesday and Thursday of both weeks, but this also means we will have to close on the two Mondays of break, Dec 22 & 29 (I will still do some work from home).

    - Close Saturday Dec 27th to complete collection move?
    - And if so, can anyone help?

- FOR THE BOARD'S CONSIDERATION/QUESTIONS
    - Some budget/financial things:
        - Sec of State Business Registration
        - Issue of only using Friends' money for programming budget
        - Holiday/closed pay in personnel policy
    - ALA Grant: Kathleen W is planning to apply for the ALA grant again this year (deadline in December). We need suggestions for what we could request. Since the GMLC membership fee has *doubled* over two years and is therefore digging into our collection budget, we thought about asking for a grant for books, but I'm not sure that's "sexy" enough for a grant.
- UPCOMING EVENTS
    - Book Talking with Michele Farrington/Phoenix Books: Wednesday, December 3
    - Holiday Story Time with Mr. Myers: Saturday, December 13
    - *Vermont Reads* "Book Club" at Otter Valley organized by Nicole V-H in collab Brandon and Maclure libraries: Wednesday, January 7? (TBD)
    - Kids' Book Club: Thursday, January 8, 2:45PM
    - Genealogy Workshop: Monday, January 26, 5PM
- STATISTICS for October (Current vs. Previous Month/Previous Year)
    - Patron visits: 132 (188/187)
    - Programs: 2 (4/3)

- Program Attendance: 51 (50/38)

6. Old Business

i. Bake sale update – Sarah Quint
Sales and donations came to ~$400

ii. Annual Appeal update – Sarah Quint
Friends of CPL assisted with addressing envelopes. Donations to date are ~$1,000

iii. Library Director review – Director will submit goals and accomplishments to Sarah Quint by November 30. Sarah Quint will send the review form to all Board members to be completed by the December Board meeting.

7. New Business

i. Initial look at new Personnel Policy – Joanna researched and compiled policy recommendations (with her questions in blue). Board will consider and determine next steps in December.

ii. Vote on proposed budget – Overall expenses have increased by 48%. We will request a $4,400 increase from the town which is equivalent to the 20% inflation rate since the last time the budget was increased; request will be submitted to Town for $26,400 by December 10.

Colleen Niering moved, and Melissa Slenker seconded to approve the budget as presented. Motion carried unanimously.

Colleen Niering moved and Heather Page seconded to adjourn the meeting at 6:51 p.m. Motion carried unanimously.

The next meeting will be on Wednesday, December 10, 2025, at 6:00 pm in the library.

Respectfully submitted,
Brenda Vicars Hummel,
Secretary