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## AGENDA

Chittenden Public Library

Board of Trustees

WEDNESDAY, June 11, 2025

\*\*6:00 pm\*\*

1. Additions to agenda
2. Public comments
3. Approval May 2025 minutes – all
4. Treasurer's Report – Molly Hooker Hatfield
  - i. Update on budget subcommittee meeting
5. Librarian's report – Joanna Tebbs Young
6. Old Business
  - i. Approval of two new policies – all
  - ii. June Bake Sale start time – S. Quint
7. New Business
  - i. Theresa's new schedule – J. Tebbs Young
  - ii. Theresa's annual review schedule – S. Quint
  - iii. Chittenden Day help – S. Quint

**Chittenden Public Library****Board of Trustees' Meeting****Wednesday, June 11, 2025, 6:00 pm****Draft Minutes**

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

**Absent:** Colleen Niering

Sarah Quint called the meeting to order at 6:02 pm.

**1. Additions to Agenda - None****2. Public Comments - None****3. Approval of May 2025 Minutes**

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

**4. Treasurer's Report – Molly Hooker Hatfield**

## i. Update on budget subcommittee meeting

- Committee reviewed budget and prepared list of budget requests to share with Friends of Chittenden Public Library to be discussed at their upcoming annual meeting.
- Molly Hooker Hatfield reconciled expenses, and going forward Joanna Tebbs will do bank transactions and assign expenses to appropriate line items

**5. Librarian's Report – Joanna Tebbs Young**

- **UPDATES**

- **May events:**

- **Adult Book Club:** We had 7 people at our May Book Club discussing *Tomorrow, Tomorrow, and Tomorrow*, and 5 at June's session discussing *Heavy*.
    - **Erin Moulton, Cemetery Sleuthing:** Approx. 15 people attended. It was a disappointing turn-out, especially since most attendees were

from CHS (co-host). It was definitely appreciated by those who were there, however! (I have done additional marketing for the next speaker event, including adding it to the *Rutland Herald* calendar.)

- **Kids' Book Club:** 8 children attended Theresa's May club where the club chose their own books at Phoenix for which we gave them \$10 gift certificates.

- **Early June events:**

- **Kids Punch Needle & Pizza:** Seven kids signed up for Punch Needle and had a great time. Kathleen Wanner and Kelley Odorisio helped out.

- **Upcoming Plans/Ideas:**

- **Summer Hours:** Begin Monday, June 23: Mondays & Saturdays, 10-2; Wednesdays & Thursdays, 3-6. I will be working all weekday shifts, Theresa will be working Saturdays only.
- **Summer Reading Program:** Check has arrived for SPR and everything is ready to go for June 28th.

- **Other:**

- **Volunteer Appreciation:** A bust, unfortunately. We had invited about 40 people and approx. 20 sent their regrets. In hindsight we should have had people RSVP either way because we had no way of knowing who might come. There was also a bad rain storm forecast so we decided to cancel. The massive cake we ordered is in my freezer! We will be giving out cake and the gifts we purchased to any volunteers who show up on June 28th.

- **VLA Conference:** Quick overview:

- **Keynote:** Anna Lee Dragon "Power of the Huddle": While we are being attacked remember the benefits of community and the core values of librarianship (Access, Equity, Intellectual Freedom & Privacy, Public Good, Sustainability)

- "Continuing to do our job is an act of resistance!"
- Always come back to the "why" of our work

- Be kind: Strength in caring & vulnerability
- No one has to be strong all the time, that's what community is for
- We are built for this moment
- Book Merchandising: Christine Walton
  - Curb appeal
  - Use displays to tell a story (need acrylics), shelf talkers, section markers
  - First glance is so important
- VT Arts Council Grants: Amy Cunningham
  - Facilities, Arts Projects, Creative Aging, Public Art
  - Free online art calendar
  - Teaching artist & Creative Aging rosters
- “Dealing with Big Stress in Little Libraries”
  - Quarterly ARSL happy hour & VDL Round Tables

- UPCOMING EVENTS

- **Adult Book Club:** 1st Wednesday of each month, including July & August's “special” topics. (There will be no book club in September so I can prep for the next season.)
- **Brain Builders Club:** Every 2nd and 4th Saturday, 10AM
- **Guest Speaker, Jane Beck:** *Catching People's Stories*. Monday, June 23, 7PM at the Grange
- **SRP Kick-Off**, featuring John Churchman and his dogs: Saturday, June 28: 10:30AM-2PM
- **Board Bake Sale:** Saturday, June 28 during SRP Kick-Off
- **Cartoon Workshop:** *Connecting the Plots* with Kurt Schaffert: Saturday July 12, 11AM
- **Chittenden Day:** Saturday, August 23, 12-4PM
- **Guest Speaker, Luis Vivanco:** *Of Wheelmen, The New Woman, and Good Roads: Bicycling in Vermont, 1880–1920*: Saturday, September 13: 1:30PM
- **Guest Speaker, Howard Coffin:** *Women in the Civil War*. Saturday, October 4, 6PM at the Grange

- FOR THE BOARD'S CONSIDERATION/QUESTIONS

- Theresa's new hours and discretionary hours proposal (see chart below)
- Burger & Brew reimbursement & Dan gift

**THE BOARD WILL DONATE MONEY TO GIFT DAN SCHMITZ A RESTAURANT CARD ON AN ANNUAL BASIS AS A THANK YOU FOR HIS TECHNICAL HELP THROUGHOUT THE YEAR. JOANNA AND THERESA WILL HAVE THEIR BURGER AND BREW MEALS PAID FOR OUT OF MONEY REQUESTED FROM THE FRIENDS OF CPL.**

- Laptop situation

- Old Toshibas  
**THE BOARD DECIDED TO RECYCLE THESE UNUSABLE LAPTOPS. S. QUINT WILL DO FACTORY RESETS ON THEM AND BRING THEM TO THE TRANSFER STATION.**

- Acer Chrome books

**THERE IS ONE ACER CHROME BOOK BEING USED BY A PATRON WHO WOULD LIKE TO PURCHASE IT. JOANNA WILL LOOK INTO AN APPROPRIATE PRICE FOR IT.**

- Suggestion for solution

- **STATISTICS for May (Current vs. Previous Month/Previous Year)**

- Patron visits: 162 (154/180)
- Programs: 1 (1/2)
- Program Attendance: 13 (20/?)

#### Theresa's Discretionary Hours

BY WAGE (per pay period)				BY HOURS (per pay period)				
Current		After June 14 (w/ assumed raise for TC)		Current		After June 14		
JT	31 hours x \$55		\$64	JT	12x2 +7	3	15x2 + 6	
Y	\$18	8	36 hours x \$18	8	Y	discretionary	1	discretionary
T	18 hours x \$30		\$13	T	6x2 + 6	1	4x2 + ?	
C	\$17	6	8 hours x \$17	6	C	discretionary	8	discretionary
		\$86			\$78	4	4	
		4			4	9	4	
	Difference		\$864-\$784 = \$80		Difference		49-44 = 5	

		$\$80/\$17 = 4.7$ hours available for discretionary			<b>5 hours available for discretionary</b>	
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			(w/ .50 raise for both TC & JTY)		
JT	31 x 18.50	\$57			\$66
Y	hrs	3	36 hrs x 18.50		6
T		\$30			\$13
C	18 hrs x \$17	6	8 hrs x \$17		6
		<b>\$87</b>			<b>\$80</b>
		9			2
			<b>\$77/\\$17 = 4.5 hours available for discretionary</b>		

## 6. Old Business

- i. Approval of two new policies – all

**Sarah Gallagher moved and Melissa Slenker seconded to approve Employee Protection, Service Animals, and Confidentiality and Procedures Policies with discussed edits. Motion carried unanimously.**

Social Media policy will be brought for approval in July meeting.

- ii. June Bake Sale start time - S. Quint

Volunteers will start at 8:45 as the library won't be opening until 10:00 am that day.

## 7. New Business

- i. Theresa's new schedule—Item was presented and discussed in Joanna Tebbs Young's Director's report/spreadsheet
- ii. Theresa's annual review schedule – Sarah Quint  
Will be discussed in executive session in July meeting
- iii. Chittenden Day help – Sarah Quint requested volunteers for ice cream, etc.

**Heather Page moved, and Sarah Gallagher seconded to adjourn the meeting at 6:40 p.m.**  
**Motion carried unanimously.**

The next meeting will be on Wednesday, July 9, 2025, at 6:00 pm in the library.

Respectfully submitted,  
Brenda Vicars Hummel, Secretary