

AGENDA  
Chittenden Public Library  
Board of Trustees  
WEDNESDAY, March 13, 2024  
\*\*6:00 pm\*\*

1. Additions to agenda
2. Public comments
3. Approval of February 2024 minutes – all
4. Treasurer's update – Molly Hooker Hatfield
  - a. Schedule budget meeting – S. Quint
5. Librarian's report – Joanna Tebbs Young
6. Old Business
  - a. Review of Policies – all
7. New Business
  - a. Possible book sale this summer – S. Quint

**Chittenden Public Library  
Board of Trustees' Meeting  
Wednesday, March 13, 2024  
6:00 pm**

**Draft Minutes**

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

**Absent:** Heather Page

**S. Quint called the meeting to order at 6:06 pm.**

1. **Additions to the agenda** – Board congratulated Director, Joanna Tebbs Young, for her excellent article, “Chittenden Public Library, Where Cozy Meets Community,” published in Rutland Magazine, Spring 2024.
2. **Public Comments** – None
3. **Approval of February 2024 Minutes**

**C. Niering moved; M. G. Hatfield seconded to approve February 2024 minutes. Motion carried unanimously.**

4. **Treasurer's Report** -- Molly Hooker Hatfield
  - Library should be mindful of spending as we reach the halfway mark of the year.
  - Budget committee will meet prior to April 10 Board meeting to develop specifics (S. Quint, S. Gallagher, M. H. Hatfield, J. T. Young).
5. **Librarian Report** - Joanna Tebbs Young
  - **UPDATES**
    - o Theresa has run two very successful **Story Hours** since the last meeting, one with a Valentine's theme (28 attendees), the other with Magic and included magic tricks by Sarah Rich (20 attendees). Bravo, Theresa! (Barstow sharing the flyers in their bulletin in addition to Facebook posts and the newsletter has helped get the word out.)
    - o A special **Eclipse Story Hour** is scheduled on the Thursday before the eclipse. We have been handing out glasses and have given Barstow a bunch too. They were also made available at Town Meeting.
    - o ***Rutland Magazine*** article about CPL is out! Thanks to everyone who scoured town for extra copies!
    - o I am now a signer on the CPL bank account and hope to start taking a peek at the account so I can get a better idea of how the finances work.

- o **Policy Updates:** A few changes were made to the Unattended Children Policy specific to student volunteers. Also some very minor changes were made to the General Use Policy.
- o There are **two guest speaker/artist events** in the works for late summer, early fall
- o I am in the process of applying for the **Summer Reading Grant** (deadline Sunday), however, finding some of the information needed is proving difficult. (Please see question below.)

- **UPCOMING EVENTS**

- o Wednesday, April 3rd, 5:30pm: Book Club
- o Thursday, April 4th, 4:30pm: Special Eclipse Story Hour
- o Saturday, May 11, 10am: Story Hour w/ guest: Rutland County Sheriff Ryder Paskevich (possibly also accompanied by a Pittsford Town police officer)
- o Thursday, May 30th, 5:30pm: Punch Needle
- o Saturday, June 8th, 10am: Story Hour possibly w/ guest: Hali Young (my daughter :))

- **FOR THE BOARD'S CONSIDERATION/QUESTIONS**

- o Question on the grant application: Does the library and/or town have written policies and procedures to assure **compliance with grant award requirements**? I didn't see anything in our policies that might pertain to this.
- o **Museum Passes** budget:
  - I recently purchased/renewed two passes – Hildene and VINS – but I was unsure of what “account” they come from. I then learned that the Friends purchased at least one pass last year but it was meant to be a one-time thing. I would like clarification on how much is allotted to passes each year and I would request a separate line item for them going forward.
  - Opinions: Would our patrons be interested in a pass to Vermont Granite Museum in Barre.
- o **Patti Wheeler donation money:** Theresa said there was money donated in memory of Patti Wheeler last year and she would like to know what happened to it? Was anything purchased?
- o **Extra hours** for website: I am requesting an extra six hours to be able to work exclusively on the website.

## 6. Old Business

Review of Policies: Library Director detailed sections of the policies in draft for updating:

- Unattended Children,
- Material Selection,
- Equipment Loans,
- General Use, and

- Summer Hours

Finalized policy amendments will be voted on at the April 10, 2024 meeting.

## **7. New Business**

Possible book sale this summer: Board agreed to pursue planning for book and bake sale; details to be finalized at upcoming meetings as other summer dates are determined (i.e.: summer reading kick-off)

**S. Gallagher moved and C. Neiring seconded to adjourn at 6:45 pm. Motion carried unanimously.**

The next meeting will be on Wednesday, April 10, 2024 at 6:00 pm in the library.

Respectfully submitted,  
Brenda Vicars Hummel