

R.K. Kittay Library

Trustee Meeting Minutes – Draft

February 24, 2025

Members Present: Jenna, Judy Zinn, Anniken Davenport, Jean Nardi, Erica Shott, Sarah Porter

Members Absent: Morgan Horton

Call to order at 7:05 pm by Judy Zinn

Public Comments: None

Approve Minutes – Approve minutes from December 2024. Anniken so moved, Sarah second. No further discussion. Motion carried.

Financial Report and approval: Erica submitted P/L statement, Proposed Budget, endowment report. Will compare it to new budget and send it around. Discussion on finishing the remodel with furniture and window treatments. Will have to transfer from endowment next year. Erica will request endowment dispersal to finish the projects. Motion by Jean that Erica do so second by Sarah approved will withdraw amount needed and authorized her to do so. Motion by Sarah second by Jean call for vote approved.

Directors Report: January + February, 2025

ONGOING:

CLiF: We had a very successful first CLiF Grant author event with Ashley Wolff at Mettawee on Jan 31! The second event will take place later in the spring. I have added many of the books to the collection and have been working on creating displays to highlight the new books throughout the spring.

First 2 Board Game Nights w/Village Trust: So far this has been a great intergenerational program! 12 people attended in January (not including me), mixed ages 7-70s, and went strong for the full 2 hours (6-8pm). February had over 30 people! Including about a dozen kids/teens. We put out a donation jar for February's program and got just over \$50. I'd like to roll this over each month to put toward pizza and snacks for future game nights, if the board approves. Roll over donations approved by consensus.

Programming/advertising: I have been working on increasing social media posts and establishing ongoing events to build community awareness and increase engagement of library offerings. I've added regular STEAM programming on Saturdays, added a community puzzle board, and set up a LEGO table in the children's room.

Library volunteers: I sent out an email introducing myself in January and have made a point to come by and meet each volunteer during their shift. We've had three shifts so far where a volunteer either didn't show up, or called the library right before their shift to say they wouldn't make it (but didn't call/email me or tell anyone else). I am working on adding backup systems (recruiting more volunteers, creating group chats/group emails with the volunteers, setting up the library answering machine so I can check the messages remotely before each shift) to try to streamline and improve the communication expectations in a way that still works for the volunteers.

UPCOMING:

Library card partnership with Mettawee School: Amanda, the school librarian, has asked to partner with the Rupert library to do a library card drive at the school as part of our CLiF collaboration. This would give every student at Mettawee access to the Vermont book award titles and the additional GMLC audio and ebook collections (plus access to our wonderful library, of course!)

Guest artists: Extended Renee as the guest artist through end of February. I have 2 new artists lined up for the fall, but it has been hard to find anyone interested in showing for March/April. Suggestions are appreciated! ☺

SRP: I reached out to Kelli Lewis about her availability for SRP. Her preferred dates for camp are July 14-17 and July 21-24, 9-12pm, if that works for us. I am also working on a Rural Library enrichment \$300 mini-grant (due by May 1) to supplement summer programming. I've reached out to VINS and would love to book their "Color Our World" wildlife program for the weekend right after SRP ends.

Teen volunteers: We have 2 teenagers interested in training as library volunteers! Working on drafting a training plan and figuring out scheduling (should they be partnered with adult volunteer? Is there a certain age when the board is comfortable with a teenager volunteering alone?)

Agenda:

Old Business

Clif Books – covered above. School received it well. Author also donated books.

Chimney – update – yes he came but we don't know what he saw. We will follow up.

Town Report – update petitions in and all met criteria.

New Business

Bylaws – amendment Anniken will do

Recurring donation discussion – Jenna will look into it.

Smoke Alarm – has been replaced – someone should check if it is also detector.

Volunteer – a volunteer does not want anyone here with her. We will schedule it that way

Monday Holidays – we will reschedule those meetings to the 4th Monday of that month.

Library Closure – inclement weather if school closes library does too is the policy.

Golf Tournament – St Catherine called last week – what weekend do we want – 1st Sunday in June – June 1 – maybe see if some schools with golf teams are interested in sending a team – at a discount possibly to introduce them to the tournament and grow participation.

Plant sale -Mother's day weekend – so May 10

Cleaning service. Need a list for each session.

Will try to approach historical society to refresh hallway.

Book group meets here first Monday of month at 7 pm. Knitting group at 4.

Thank you notes - none

Next Meeting – March 17, 2025

Adjourn

Motion to Adjourn by Jean second by Erica. Motion carried.

Respectfully submitted by Anniken Davenport