

R.K. Kittay Library
Trustee Meeting Minutes – Draft
October 21, 2024

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

Members Absent: None

Call to order at 7:05 pm by Judy Zinn

Public Comments: Videographer present – Albert Davenport

Approve Minutes – Approve minutes from September 2024. Jean so moved, Sarah second. No further discussion. Abstain Anniken and Morgan – were not present September. Motion carried.

Financial Report and approval: Erica submitted September financials. Anniken motion Second Sarah Motion carried

Directors Report:

Gallery system has been installed. Artist will soon be here – confusion over date but will be through the rest of the year. Stephen will reach out to different artists for 2025. We need to rework the policy for artists so that we automatically take 20 percent of purchase. That's much less than a gallery.

Labels are being worked on for the Juvenile nonfiction.

We've lost more books in the general nonfiction section due to mold. Shelves have once again been cleaned to hopefully stop further spread.

Stephen has spray painted the carts to match new paint trim.

The CLiF books have started arriving and will be cataloged as time allows.

Upcoming -

Scary Stories by the Cemetery will be happening on October 26th @ 7 pm. Sarah will make Halloween treats. Stephen will set up tent. Flyer has been sent to schools around and will be on Facebook tonight. Will also send to Salem schools.

Building -

A new key lockbox has been purchased and installed to house all spare keys. Is in kitchen and has a three-digit code to open. There are extra keys in there.

Agenda

Mum Sale- Profit \$509 – profit down substantially from last year when profit was \$1166. Need committees for each fund raiser. There were not enough baked goods. Must make more calls to ask for people to make more. We had no committee – and both former committee members resigned prior to event. We need a more aggressive approach, especially as to baked goods. Last year, donated baked goods contributed to the profit as there's no cost – all profit.

Spring plant sale was also low profit. Need a plan to boost both plant sales. In addition, we need new ways to raise funds.

Cleaning: We need a checklist for cleaning. Lots of paint splatters in the bathroom. Stephen will make checklist by end of week and send it to trustees.

No Strings: Friday or Sunday – December 6th or 8th Options are Handsome and Grethal. Scrooge Jack and the Bean Stalk. The Snow Maiden. Snow Maiden Sunday matinee is board's preference. Action item Erica will contact now and report back. Update: Day will be December 1, a Sunday for a matinee.

Appeal Letter: Jean thinks it's too long. Morgan volunteered to do a rewrite. Will do tonight. Has been shared with Morgan who will revise in suggested changes. Trusteed Saturday 26 to object. 300 go out. We will need to stuff them. Update: Letter revised and circulated.

Trustee Vacancy: Stephen forwarded the application we received to Select Board.

Director Search: Need to interview all candidates after October 31 deadline for applications. Everyone will get a copy of interview questions and can make any suggestions. Will try to do all in a row. Tentative time – November 18. Start interview at 5:30.

Chimney: Jean met with select board. She called Black Magic. Quote seemed high. And they can't come out before December. We need to get a cap. Jean will talk to deb and rich re chimney. Morgan and Erica will send info on other chimney guys.

Job Description: Need to finalize job description. Discussion of pay. Discussion with Stephen on what the position requires. Board consensus was raise hours to 15 hours with understanding that all open hours will be worked. Additional hours will need to be pre-approved and paid. Anniken will revise job description by Friday, October 26 and circulate it.

Strategic Plan Development: Committee appointed to work on long term strategic planning. Morgan Jean and Sarah were designated as the committee.

Adjourn. Motion by Sarah second by Judy motion carried
Next Meeting – November 4, 2024

Respectfully submitted by Anniken Davenport