

## **RANDALL LIBRARY TRUSTEES MEETING – December 7, 2021**

**Attendees:** Maureen Busch, Marcy Eckel, Morgan Hillman, Andy Riecker, Marianne Sharin, Maura Sieller, Barbie Wolfenden

*Also in attendance:*

**Library Director:** Tina McAndrew

**Friends Representative:** Lisa Lavina

### **Call to Order 6:30 PM**

#### **1. No public Comments**

#### **2. Review and Approval of Previous Minutes (Barbie)**

Barbie moved to approve the amended minutes that had been taken by Andy. Maura seconded the motion. Motion carried unanimously.

#### **3. Chair's Report (Marcy)**

Marcy referred to recently sent documents, asking that the Trustees fill out and return the Performance Review form to Dolores Hamilton, the Assistant Town Administrator, who will compile the documents for our use at the January meeting.

- Performance review process;
- Priority goals worksheet;
- Tina's own activity (review) summary;
- Director Performance Review form.

#### **4. Treasurer's Report (Maureen)**

The current market value of the holdings as of the end of business 12/6/2021 was \$872,361.04. This represents a nearly \$18K drop from the market value reported at the last meeting. Reminder from Maureen: Remember that the market fluctuates, and the numbers are never "hard" as is money stashed under the mattress.

#### **Director's Report (Tina)**

- The heat went out, problem was fixed; roof leaked again upstairs in the section of the old building
- Building Committee will meet December 9 to choose among the three design options; the decision will go to Denise; CPC has been asked for \$1,000,000. Discussion ensued.
- The 3-D printer policy will be voted on at next meeting; discussion of the policy for use of the new printer included usage limits, such as color (today only red is available); time and size limits as well. Marianne suggested that requests be subject to Director or staff approval.

#### **5. Old Business:**

##### **a. Hotspot Lending Policy (Tina)**

Distributed, to be voted on at next meeting.

##### **b. Fundraising Committee (Tina/ Maura/Marcy)**

Seed money for raising awareness of the library renovation vote in the spring is necessary. See 6. c. below. Comment was made that very qualified people are on board for fundraising.

**c. Building Committee/Public Forum (Tina/Morgan)**

- “Very positive comments” as a result of the recent Zoom presentation; Tina forwarded the comments to the DesignLab group.
- Suggestion by Marcy: FAQ should be developed and posted to answer recurring questions such as Why not go for State aid? All agreed to validity of this idea.

**6. New Business**

**a. Preliminary 2023 Budget, Spending and Materials (Tina)**

- Education incentives were expanded this year to appear as part of salaries; these incentives apply to all departments in town
- Denise increased the maintenance category in our budget. Lengthy discussion ensued regarding the need for alignment of budget items with the reality of Library’s current budget, taking into account the dependence on gifts for many functions that should be paid for by the town. Tina will discuss Board suggestions with Denise at their next budget meeting.

**b. Trustee Job Description (Maura)**

Maura distributed draft version of Trustee job description; individual Trustees will comment, on line, to Maura.

**c. Trust Monies Pledge and Immediate Use (Maura)**

- Maura raised the issue of marketing seed money for work to be done before the next town meeting at which approval for Library renovation will be decided. Discussion ensued. Maura moved that Trustees donate \$10K for operating expenses with the stipulation that funds not be used for balloting. Morgan seconded; motion carried unanimously.

**d. Signage (Barbie)**

Barbie suggested Library should have a simple neon sign to be lit when the library is open so that one can see it driving by. Town by-laws are still murky; the issue is tabled for now.

**e. Refresher/Clarification of Trustee Norms (Maureen)**

- Maureen felt blindsided on a discussion at the prior meeting of one of the agenda items; suggested that we reiterate our commitment to being prepared and to act responsibly. She referenced the norms Trustees act by, particularly for the benefit of the two new members of the Board. Competing needs must be heard. Marcy asked that requests for agenda items be accompanied by distribution of supporting material. All agreed.

**f. Friends Update**

Lisa Lavina, the new Chair of the Friends, addressed the group with information on the new structure of the Friends, which includes Chair, Vice Chair and Treasurer plus five committees: Events, Fundraising, Operations, Publicity and Membership. Each office has two-year terms with a maximum of 6 years.

**7. Adjournment:**

The meeting was adjourned at 8:20 PM

Respectfully submitted,  
Barbie Wolfenden, Secretary