MINUTES: Tunbridge Library Trustee Regular Meeting Date: Tuesday February 21, 2023
Time: 6:00pm
Physical Place: Tunbridge Public Library
Virtual: Link provided @ tunbridgelibrary.org

Attendees: Mariah Lawrence, Anna Dechert, Michael Krauthamer, Lynne Hadley, Laura Ketchum
6:04 meeting called to order

Secretary Report:
- No pending edits for January minutes; approved as final

Treasurer Report:
- **Current Fiscal Year - Budget to Actual**
  - Town Treasurer updated Budget through December (not Jan yet).
  - Through the first half of the fiscal year TPL has spent less than 50% of its budget (46% spent after adjusting out HC reimbursement related to prior year)
- **Reminder: Fiscal Year 23/24 Budget & Annual Report submitted to Town.**
  - Proposing ~$8K increase in the total budget to $104.5K
  - Only a $3K increase in the allocation from the Town from $77K to $80K.
  - Reminder that on avg VT towns fund 81% of town libraries budgets (nationally that figure is 84%). Tunbridge Town funds 76.5% of the TPL budget.
- **Trustee of Public Funds and Library Account Balance**
  - Treasurer met with the TPF trustees and Broker on Feb 17th.
  - Distribution for this fiscal year ($4K instead of the $8K in budget) being mailed to TPL attn: Director.
  - Broker will model a change from investment strategy of Balanced/Growth (40 fixed income/60 growth equities) to Balanced (50/50 of each). Mainly concerned with transaction fees associated with this. If minimal will make the switch which is more aligned with the plan for a modest annual distribution as approved last meeting.

- Laura will review past donors who have not yet donated this year to see if there are folks who should get individual outreach.
- Bethel has shared a request to understand the budget and management of our library. Laura and Mariah will be in touch.

Librarian Report:
- The new art show is up!
- Coming up:
  - The Winter Chill, March 11, 12-2pm - discussions on CJ Box books and a chili cookoff, trivia and prizes!! You don’t need to have read the CJ Box series to come and enjoy.
- Programs are all going really well.
Mariah shares a big thank you to Russell, who leads some very popular children’s programming.

Mariah got a new CLIF grant. It comes in the form of books/goods that Mariah requests (not cash). This will be used toward a parenting library at the school and a storytelling experience program for the after school program. This is part of the At Risk Childrens Grant - thru a Vermont-based organization for children’s literacy. This is equivalent to approximately $3,500 value.

Mariah is posting a position for a children’s librarian summer paid intern position (10h/week).

The Ranger has notified us that a car bike rack has been donated to the library, which will allow folks to borrow bikes to be used off-site rather than just nearby.

- **Town Meeting:** the Friends will collaborate with the Rec Dept on providing lunch.
  - Additional volunteers are needed for serving lunch (coordinated by Catherine Freese)

**Old Business:**

- **Open Trustee Position**
  - Two trustee terms are expiring. Michael is interested in serving a 2nd term if elected.
- **Strategic Plan update**
  - Work is ongoing.

**New Business:**

**Action Items:**

- **Laura to provide summary of giving this year against last noting non-returning major donations so that one of Trustees can reach out before YE (June 30)**
- **TPL email box manned by Michael:**
  - Laura/Mariah to follow up on Email from Bethel Library, a request for operating budget and amount of Town Allocation. They sound like a stand alone 501C3 whereas TPL are part of the Town Budget and receive an allocation.
- **Laura to prepare talking points about the Budget for Mariah about for the Town Meeting.**
- **Lynne will send thank you notes to donors who have not yet received them**

Public Comments (none)

Adjourn @ 7:10pm

Next Meeting is Tuesday, March 21st (3rd Tuesday)