

Fair Haven Free Library  
Monthly Board Meeting  
Wednesday, May 7, 2025

Present: Judy Gevry, Ceil Hunt, Chris Sheldon, Paul Patten, Ron Stack, and Carol Scott

Chris Donahue from PEG TV videotaped the meeting. The meeting was available on Zoom but there were no visitors via Zoom.

Ron called the meeting to order at 6:00PM.

The minutes of the April meeting were distributed. Chris moved to accept the minutes of the April 2, 2025, meeting as written. Judy seconded the motion. Motion carried.

The Treasurer's Reports were distributed. Discussions were held about the encumbrances of funding as the end of the fiscal year is approaching. Encumbered funds, if any are available, will be used for the cost of salaries as we hope that the new librarian will be able to shadow Carol for a month to train in the position. In addition, the library will be purchasing a laptop computer for the new librarian and a new desktop computer for the desk. The Board discussed line items that went over and mentioned including a larger amount for digital books in the future, as the number of patrons using Hoopla and Overdrive are increasing.

Balances as of April 30<sup>th</sup>

Checking account: \$62,864.27

CD accounts: \$27,767.32; \$4,513.03; \$31,954.22; \$14,738.10; and the Internet account \$12,178.85

Encumbered funds total \$25,132.88

Ceil moved to accept the budget as written. Judy seconded the motion. Motion carried unanimously.

#### Librarian's Report

- Genealogy Club met on April 4th. Eight people attended.
- State inspection was done on the lift on April 4<sup>th</sup>. Our certificate arrived on April 21<sup>st</sup> and is now displayed in the lift. We had no violations.
- The Friends of the Library held a Book Sale on Wednesday April 9th. They made \$98.
- 6 Book Club members met to discuss The Women on Monday April 14<sup>th</sup>.
- Called Dan Grey on April 15<sup>th</sup> to look at floor plugs, entry light and outside lights. He came on Tuesday April 22<sup>nd</sup>. The floor plugs in the front room and the outside lights need to be replaced. He took a key and will do the work soon.
- The sprinkler inspection was done on Wednesday April 23<sup>rd</sup>. Ron met with them. There were no major problems.
- The Take and Make for April was a duck with an umbrella. 60 were distributed.

- We received a \$250 donation from General Electric. Ceil sent a thank you to them. We are very grateful to them for thinking of our library.
- We received the \$365 credit from First Light to close out our account. It took nearly a year and many calls to First Light before the rebate was paid.
- We received notification that our summer grant money will be coming soon. Mary Kay has scheduled a VINS program for Monday July 28<sup>th</sup> at 6 pm. The grant will cover the cost of the program (\$325) and the Friends will pay the mileage (\$142.50).
- I contacted Matt, our IT consultant, for recommendations on a new desktop computer to replace our old workstation. The desktop computer is now 13 years old and needs to be upgraded. The current laptop is also outdated and needs to be upgraded. Carol will work to make sure the computers contain all the programs and documents prior to her retirement.
- Thank you to the volunteers from Fair Haven Blooms who planted 3 pots for the library.
- Ceil reported that the grant opportunity through Rep. Becca Balint has been submitted and now all we need to do is wait. She is also working on the federal grant for historic preservation. For this grant, we need a more itemized bill or quote than we have. We need three quotes since the cost of the project is much more than ten thousand dollars. Ceil researched and there are two other masons eligible to do this work through the state and Historical Preservation. Ceil will send the names and contacts to Ron to contact to see if we can get a quote.

## Policy and Bylaws

The Board reviewed the bylaws and made the following corrections:

- Section II Membership and Terms will be changed to
  - Three members with 3 year terms
  - One member with a one-year term
  - One member with a two-year term
  - The last line will be deleted which limited uninterrupted service to ten years
- Section V
  - Meeting time is at 6:00PM
  - Meetings will be available digitally and recorded as required by Vermont's Open Meeting Law

Chris will type up the updated bylaws reflecting our current practices and disburse them to the board.

After discussion of the Policy document, the Board tabled the discussion to do more research on several items. The Board will be creating both a written and digital policy handbook over the course of the next few meetings.

Next meeting will be June 4, 2025

Ceil moved to adjourn at 7:00PM and Chris seconded.

Respectfully submitted,

Ceil Hunt, Secretary