

Fair Haven Public Library Board of Trustees
Monthly Board Meeting
June 4, 2025

Present: Carol Scott, retiring librarian, Jennifer Jackson, new librarian, Trustees Cecelia Hunt, Ronald Stack, Paul Patten, and Judith Gevry in person. Christine Sheldon joined us electronically via Zoom.

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

Secretary's Report

The Secretary's report was distributed. **Judith moved to accept the report as written. Paul seconded the motion. Motion carried unanimously.**

Treasurer's Report:

Budget Summary FY2025: Total Town Funding Received as of May 31, 2025: \$74,502 (budget: 99,336 leaving a balance of 24,834). Both Cecelia and Christine have contacted the Town Accountant to ask when our final installment will be coming, as the end of the fiscal year is June 30, 2025. We won't receive our first installment of the new fiscal year from the town until September. Last year it came in late September.

Bank Accounts as of May 31, 2025

Certificates of Deposit:

M and T CD4.5% 9029 Balance: \$27,767.32

M and T CD4.5% 9011 Balance: \$4,513.03

Memorial MONEY MKT 6167 Balance: \$31,954.22 m and t bank

Memorial cs 5608 Balance \$14,739.29

COMM BANK SAVE 7187 INTERNET \$12,178.85

Checking Account: \$53,337.18

Encumbered funds to be used to repair brickwork: Total \$25,132.88

Carol reported that we have quite a few bills that will be coming including nearly \$1,000 in electrical repairs. New lights had to be installed on the exterior entrance and the outlets in the front room floor were replaced. These now have magnetic covers to protect the outlet. We have exceeded the line-item amount in repairs, but we needed to address all these issues to prevent further damage.

Since we have yet to receive our final installment for the fiscal year from the town, **Cecelia moved that we encumber any funds left on June 30, 2025, to cover the operational costs and repair bills. Judith seconded the motion. Motion carried unanimously**

Cecelia moved to accept the Treasurer's Report as written. Judith seconded. The motion carried unanimously.

Librarian's Report

- Genealogy Club did not meet in May.
- The Friends of the Library held a Book Sale on Saturday May 4th. They made \$18. We noted that many activities including Fair Haven Blooms, yard sales, and Green Up Day were taking place in our community.
- Seven Book Club members met to discuss Bloomsbury Girls on Monday May 12th.
- Dan Grey worked on our lights on Monday May 12th and May 19th. The work was completed and the key was returned on May 21st
- The Take and Make for May was a star magnet. 52 were distributed. The few left will be put out for Independence Day.
- Summer programs are set up. Rock painting on June 24th, 4 weeks of story time and the VINS program on Monday July 28th.
- We received our summer grant money. Mary Kay has scheduled a VINS program for Monday July 28th at 6 pm. The grant will cover the cost of the program (\$325) and the Friends will pay the mileage (\$142.50).
- I have purchased a new laptop and a desktop from Dell. They should arrive soon and we will have Matt set them up and do upgrades to our other machines.
- Chris and Ceil called Green Mountain Kleen to schedule a carpet cleaning for the library. They will come at 9 am on July 3rd. Carl is willing to let them in. I am requesting that the library be closed on Saturday July 5th to allow carpets to fully dry.

Cecelia moved that the library be closed on Saturday, July 5th, allowing the newly cleaned carpets to dry so that the furniture can be moved back into place. Judith seconded. Motion carried.

- Jenny started on Wednesday May 28th. She is getting a quick overview of everything and is doing great!
- Updates: grant opportunities, policies and by-laws. The bylaws which were updated and approved at the May meeting were signed by the Board of Trustees. Copies will be made and distributed to the Trustees. Christine will also mail the digital copy for our records.
- Next meeting will be August 6, 2025

New Business

Credit Card Application

Christine has been working on securing a credit card for purchases for the library. She visited with the bank's branch manager to get details of the process. We need to make available to the bank all of the following:

- two years of financial statements, which we will get from our bookkeeper,

- the bylaws, which we updated and approved last month, and
- the meeting minutes from the board authorizing the library's treasurer providing the authority for the signer to seek funding on behalf of the library. The authorized signers must be named in the documentation and must match the signer on the application. The Library is held liable for the debt, not the authorized signers.

Cecelia moved that the Fair Haven Public Library Board of Trustees pursue the application for a bank credit card and authorize Christine Sheldon, Treasurer of the Board of Trustees, to seek funding on behalf of the Fair Haven Public Library. The authorized signers shall be the treasurer, Christine Sheldon, and the Head Librarian, Jennifer Jackson. The Library will be held liable for the debt. Judith seconded. Motion carried unanimously.

Cecelia asked what type of credit card the bank offers. Christine will check and report back to the Board.

Bike Donation

Johnson Bike Works in Poultney is going out of business. Laura Pedroni secured a donation of two bikes from Bike Works for the library. The Board discussed the issue at length. Our biggest concern is storage for the bikes. We have a bike rack outdoors but no storage to keep the bike out of the weather. The bike would need to be stored downstairs, where there is no entryway, it would need to be carried downstairs as the lift is not large enough to transport the bike.

Cecelia mentioned maybe we could raffle them off for a fundraiser, but Christine didn't think that was the object of the donation. Paul recommended asking if we could use the bikes for a free raffle. Christine said she would contact Laura to see about using the bikes for a raffle as part of our summer program for children and students. Students would get an entry for all the summer programs in which they participate. The bikes are a donation. Christine said that there would be a charge for the helmet and the bike lock.

Personnel Policy:

Cecelia brought our current policy to Carol to help us update. The policy is from 1986. Carol updated and the policy was read aloud. The Board of Trustees will put the policy on the agenda for August. Policy is attached to the minutes.

Update on Background Checks:

Christine has applied for a number. This number is needed to get background checks for employees and volunteers. The State contacted us with a question about why we needed the ability to get background checks, specifically to list the ways in which we deal with vulnerable populations. Christine got back to them several ways including hosting summer programs for students and working with the volunteers who are senior citizens.

Old Business:

Ronald reported that he has been in contact with Richard Coombs. Richard is planning on coming to work on our entrance door in the addition portion of the building sometime in July.

Ronald has been in touch with the other two masons approved to work on historic buildings. We hope that they can both come and give us a bid for the work as it is well over the \$10,000 mark, requiring us to secure three bids.

No further updates on the sprinkler system and if any further attention is required. The report was very complete, and we do meet the necessary criteria and passed the inspection. 2

There is no meeting in July. Chris from PEG TV will contact the station manager to let them know. Our next meeting will be August 6, 2025.

Cecelia moved to go into executive session at 7:00PM to include the members of the Board for a personnel issue. Judith seconded.

The Board came out of executive session at 7:25PM. Our bookkeeper will be informed as the salary and benefits package for our new employee.

Cecelia moved to adjourn at 7:26PM. Judith seconded. Motion carried.

Respectfully submitted,

Cecelia Hunt, Secretary

Attached: Copy of draft Personnel Policy

Library Personnel DRAFT Policy

- Library Director Appointment

The Library Director shall be hired by the Board of Trustees following a thorough recruitment and interview process. The Board will ensure that the selected candidate meets the qualifications and experience required for the position.

- Hiring of Additional Staff

All other library staff shall be hired in collaboration between the Library Director and the Board of Trustees. The Library Director may recommend candidates for hire, subject to approval by the Board.

- Probationary Period

All newly hired employees, including the Library Director and other staff, shall be subject to a probationary period of three (3) months, or ninety (90) days, beginning on the date of hire. During this period, performance and suitability for the position will be evaluated. Employment may be terminated at any time during the probationary period if performance or conduct is deemed unsatisfactory.

Library Director Responsibilities

The Library Director is responsible for the overall administration, leadership, and day-to-day operations of the library. This includes supervision of staff and volunteers to ensure high-quality library services that meet the needs of the community. Core responsibilities include:

1. Library Services & User Support

Oversee the organization and accessibility of library materials through effective classification, cataloging, and shelf arrangement. Manage the circulation of materials to ensure users can borrow resources conveniently. Provide reference and informational services to help patrons locate needed information. Offer personalized guidance to support individuals in selecting and using educational and recreational materials.

2. Community Outreach and Support

Assist civic, cultural, and educational organizations in identifying and utilizing library materials to support program planning and community initiatives.

3. Board Collaboration

Attend all Library Board of Trustees meetings and provide regular reports on library operations, staffing, services, and strategic initiatives.

4. Budget Management

Collaborate with the Board of Trustees to prepare and administer the annual library budget. Ensure responsible fiscal management, monitor expenditures, and seek additional funding opportunities through grants, partnerships, or donations when appropriate.

5. Collection Development

Direct the selection, acquisition, and weeding of library materials to maintain a relevant, diverse, and balanced collection that reflects the informational, educational, and recreational needs of the community.

6. Strategic Planning

Lead long-range planning efforts in coordination with the Board of Trustees to establish goals, assess community needs, and develop strategies for continuous improvement of library services and facilities.

7. Collaboration with the Friends of the Library

Serve as the primary liaison to the Friends of the Library. Support and coordinate collaborative efforts such as fundraising events, advocacy, and special programs. Ensure clear communication and alignment between the library's goals and the activities of the Friends organization.

Paid Time Off (PTO) Policy – Library Director

The Library Director, working 28 hours per week, is eligible for Paid Time Off (PTO), which combines vacation and sick leave into a single leave bank. PTO provides flexibility for time away from work for vacation, illness, personal matters, or other absences.

PTO Accrual

- Upon completion of 90-day probationary period

The Library Director will accrue 84 hours of PTO annually to be granted at the beginning of the fiscal year.

- After 5 years of continuous service:

PTO accrual increases to 140 hours annually.

Use of PTO

- PTO may be used for vacation, illness, personal time, or medical appointments.
- Planned use of PTO should be requested in advance and is subject to Board approval to ensure operational coverage.
- For unplanned absences (e.g., illness), the Library Director should notify the Board Chair or designated contact as soon as reasonably possible.

Unpaid Leave

- If all accrued PTO is exhausted, the Library Director may request unpaid leave for personal, medical, or family reasons.
- All unpaid leave requests must be submitted in writing and approved by the Board of Trustees.
- Extended unpaid leave (exceeding 10 consecutive workdays) may require a temporary staffing or leadership plan, to be determined by the Board.

Library Recognized Holidays as stated in By-Laws:

When a recognized legal holiday falls on a scheduled working day, the library will be closed and the Library Director will receive regular pay for that day.

Travel and Expenses

The Library Director will be reimbursed for any pre-approved expenses related to library business travel. This includes costs such as transportation, lodging, meals, and registration fees, consistent with the library's budget and reimbursement procedures.

All travel expenses must be documented with receipts and submitted in accordance with the library's expense reporting guidelines for reimbursement.