

**Manchester Community Library**  
**Board of Trustees Regular Meeting Minutes**  
**Tuesday, December 12, 2023**

*The Manchester Community Library is open to all as an inspiring gathering place for the community, providing opportunities and resources for personal enrichment and growth.*

**Trustees Present and Constituting a Quorum:** Amanda Baer, Melissa Bell, Rhonna Cass, John Clark, Fran Fauver, Ann Graham, Katherine Monahan, Linda Oskam (remotely), Margi Putney (remotely), Jeff Spencer

**Trustees Absent:** Peter Kinder

**Staff Present:** Edward Surjan

**Call to Order:** Chair J. Clark called the meeting to order at 4:07 PM.

**Consent Agenda: A motion was made by F. Fauver and seconded by A. Graham to accept the consent agenda.**

**Executive Director Report**

**Town appropriation**

- E. Surjan and J. Clark attended the town budget meeting on Friday, December 8, 2023. Response to the library was very positive. The board praised the presentation and complimented the Library on what we've been doing. I. Beattie said the relationship between town & library is the best it's ever been. Surjan will be interviewed by the *Manchester Journal* on 12/13/23.
- Highlights of presentation
  - FY25 is 3% lower than FY24: reduced payroll & benefits, increased materials/programs. This is the first budget in a long time that is not a deficit budget.
  - Working Group on Libraries in VT 2022 Report shows that MCL town appropriation, as a percent of the operating budget, at 24% is lower than all incorporated libraries in the state. In towns our size, the average is almost 50%; in towns larger, 67%.
  - 50,000 visitors. Best cost per visit for any library in the state.
- Signatures are needed to add our request to the ballot.

**Staffing:**

- Deb Hansen will be leaving in mid-March.
- Carrie Gutbier will step up for more collections and cataloging.
- Emily Bellows is returning from maternity leave in January for about 30 hours/week.

**Facilities:**

- New lower, more accessible shelving for the children's section is arriving and will be set up after the first of the year.
- The conference room was repainted.
- The youth loft will also get repainted.
- A light in the tall ceilinged part of the adult section has gone out. Need a cherry picker to replace. If you're going up there, you might need to do all.
- Parking lot lights: one went out; no longer manufactured.

**The annual appreciation report has been sent out.**

**Finance Committee**

**Q1 snapshot:** Generally on track. There is one large gift that makes numbers look great. If you remove the large gift, we're a little behind. 2.9% compared to 7%. The bulk of individual gifts usually happen Nov to Jan. Memberships are a little down at this point.

- Executive Director has latitude by line item as long as he maintains categories.
- Development expenses include the tent.
- This year we're shifting our fiscal year, so the year will be 11 months. We will do an 11-month budget. Everything reported YTD is a 12-month budget. The typical low point in cash flow is deep in the fall. It would be relieved by obtaining the first tranch of appropriation earlier, which can be accomplished with the new fiscal year.
- Role of trustees: care, loyalty, & obedience - follows laws, "acts as agent for the organization" to ensure the public trust isn't broken—hence the name trustee. Approve budgets, ensure funds are spent properly, hire and review ED., review audit & 990. We need to file 990 to receive town appropriation.

**990**

990 is required for tax-exempt status. It's a public document that anyone can look up.

**R Cass made a motion to approve 990, and J Spencer seconded approving the 990. The motion passed unanimously.**

**Budget**

- 3-5% growth, maintained expenses
- MCL no longer charges for renting facilities for most organizations. That's a philosophical change.
- Payroll was budgeted 18 months ago. It would be great to keep under \$600,000, including a 3% annual increase and a 1% bonus pool for the team.
- Increased programming and materials expenses. We were on the low end before. Now in a good range.
- The facilities reserve fund is now available for repairs & maintenance. For any expense over \$2,000 the facilities reserve fund will be considered. Managed by Maple Capital and not drawn on for operating expenses.

- AV/acoustics correction/upgrade for Hunter Room will be expensive. The full board will weigh in on the decision.
- An Advancement position in the budget remains open, and the search continues.

**K. Monahan made a motion to approve the FY25 budget, and A. Graham seconded. The motion passed unanimously.**

### **Old Business**

The 10th-anniversary celebrations will be discussed in January at the Executive Committee meeting and then shared with the board at the February meeting.

The Director of Advancement position is still open. Surjan stated the challenges of hiring, paying a large salary, and then having the candidate leave about 2.5 years later when they should begin producing.

### **New Business**

J. Clark recommends that a survey/strategic plan be put into motion.

**M. Putney made a motion to approve Kate Orme's nomination to become an honorary trustee of the Manchester Community Library, effective December 2023, seconded by M. Bell. The motion passed unanimously.**

K. Orme's loyalty and commitment to the library are phenomenal. She attended every meeting remotely. Kate was extremely supportive of John when he became President.

Honorary members have no voting rights, are welcomed (but not required) to attend meetings, and can serve on a committee. They are a continued resource for the board, providing institutional history, and it allows them to stay involved should they be interested in coming back on in the future.

**Adjournment:** The meeting was adjourned at 5:39 pm.

**Next meeting:** Tuesday, February 13, 2023, 4 PM

Respectfully submitted,

Margi Putney

Secretary