

Manchester Community Library
Board of Trustees Regular Meeting Minutes
Tuesday, July 11, 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, Ruth Corbett, Fran Fauver, Clark French, Ann Graham, Katherine Monahan, Kate Orme, Linda Oskam, Margi Putney

Trustees Absent: Peter Kinder

Staff Present: Edward Surjan, Paige Vignola (part-time)

Call to Order: Chair J. Clark called the meeting to order at 4:08 pm.

Consent Agenda: A motion was made by A. Graham, seconded by M. Bell, to accept the consent agenda. F. Fauver amended the motion to add a mention to the 6/6/23 MCL Finance Committee Minutes of the current town appropriation of \$243,740. The motion as amended passed unanimously.

Executive Director Comments: E. Surjan reviewed results from the recent MCL website audit and the resulting recommended changes. Key points include:

- The audit was conducted in March by Jamie Granger.
- The load time is very slow for the home page, membership page and events calendar, all important pages.
- Image optimization is the biggest issue. Speed can be reduced without destroying the look and feel of the website if the size of the images is reduced.
- The number of user accounts should be reduced.
- There is a significant issue with a super abundance of Word Press plug-ins, which would normally be 10.
- Content on the home page should be streamlined.
- Graphically, the colors used are good but the typeface weight should be improved.
- Graphic templates can be used to help with more efficient content creation.
- Improvements to be implemented will be done in-house and not outsourced. Kira Mait and Ed will have hands on involvement going forward.

Advancement and Programs Update: E. Surjan reported the excellent news that we will exceed our fundraising goal for FY23 by approximately \$25,000. Surjan credited an improved fundraising process this year but said that there is still more that can be done in the future, especially regarding planned giving.

Recent results of a second appeal in the spring to some previous donors, which had not been done before, yielded some encouraging results. An increase in corporate giving was also beneficial and Surjan thanked C. Miles for her efforts here. Overall, more donors are giving \$1000+ gifts, while the number of donors giving \$250 or less has decreased. Surjan reminded trustees that the overall fundraising target for FY24 is \$482,000.

P. Vignola joined the meeting to share highlights of upcoming summer programs. The programs enhance the collaborative theme with a bit of an international twist.

- Saturday Family Days will feature programs with Brazilian, Guinean and Irish cultural influences.
- The Summer Music series will include jazz and folk groups, with food vendors present as well.
- Special guest readers for Storytime will continue.
- The Jewish Film Festival will present several more films in the weeks ahead. This series had not been held for a couple of years and the first screening two weeks ago had good attendance.
- In conjunction with our ALA grant, Miss Vermont and Miss Vermont Teen will be here on July 22 to discuss "Hidden Disabilities and Access to Books." On August 19 Peggy Price from the Stern Center will give a more intellectually focused talk on this topic.
- There is already great interest in the Nature's Market Wine Tasting on August 4. More than 70 wines will be available for tasting and purchase and 100% of the sale profits will go to MCL.
- The Summer Reading Program wrap party will be on August 19 and will be a day long festival with food and activities. Vignola said volunteers would be very welcome to assist with the festivities.

Finance Review: R. Cass began by congratulating Surjan and all who helped with an excellent fundraising effort. With one month to go, the FY23 budget is anticipated to breakeven, due to careful management of both expenses and revenues by Surjan and the staff.

The quarterly endowment report is due next week, but is expected to show an increase of 4% on the main endowment fund. Additional details will be shared once the report is in hand.

3-Year Budget Plan/FY25 Budget Discussion: Cass prefaced the discussion about where we should land regarding future funding sources by reiterating that MCL's funding is heavily weighted towards the private sector, making us an outlier among public libraries in the USA. Successful achievement of future funding goals will critically need to involve the community being engaged and educated.

Executive Session: K. Orme made a motion to enter Executive Session at 5:17 pm. The motion was seconded by A. Graham and passed unanimously.

A motion was made by F. Fauver to exit Executive Session at 5:46. The motion was seconded by A. Graham and passed unanimously.

Officer and Trustee Nominations FY24: Chair J. Clark made a motion, seconded by F. Fauver, to approve the renomination of the following Trustees for FY24, with terms commencing Aug. 1, 2023 -

L. Oskam - For a 1 year term (as an officer, as stated in the MCL By-laws)

P. Kinder - For a 2nd 2 year term

R. Cass - For a 2nd 2 year term

K. Monahan - For a 3rd 2 year term

The motion passed unanimously.

K. Orme made a motion, seconded by A. Graham, to approve the following slate of officers for FY24, with 1 year terms commencing Aug. 1, 2023 -

John Clark - President

Linda Oskam - Vice President

Rhonna Cass - Treasurer

Marguerite Putney - Secretary

The motion passed unanimously.

Fall Stewardship Event: The Advancement Committee is planning an event for Sept. 21, 2023 for appreciation of donors who have donated at least \$500. Details to come.

Board Retreat: J. Clark shared that the retreat, scheduled for Nov. 3-4, 2023, will take place at Bourn Brook Farm in Manchester. Preliminary plans are to start at 2 pm Friday, dinner Friday evening, and conclude Saturday at noon. The Executive Committee will be collaborating on an agenda.

Old Business: J. Clark stated that final edits to the Board Self-evaluation are nearly completed and the form is expected to be sent to Trustees by July 17. Responses are due by August 1.

The Executive Committee will be conducting the formal evaluation of the Executive Director.

New Business: Gracious farewells were made to C. French and K. Orme, who are both stepping down from the Board at the end of the month. They were both thanked for their service to the Library.

Adjournment: The meeting was adjourned at 6:15 pm.

Next meeting: Tuesday Sept. 12, 2023 at 4 pm.

Respectfully submitted,

Kate Orme, Secretary