**R.K. Kittay Library**

**Trustee Meeting Minutes**

**March 15, 2021**

**7pm**

**Members Present:** Judy Zinn, Sarah Porter,Arlene Horn, Carey Braidt, Erica Shott, Jean Nardi, Peter Casenhiser and Director Casey Czahor

**Call to order at 7:01 by Judy Zinn**

**First order of business:** Reorganize Officers

Peter and Judy nominated for president: Judy wins

Erica nominated for secretary: Erica wins  
Jean is nominated for treasurer: Jean wins

**Approve February Minutes** – Motioned by Sarah, Arlene 2nd. No discussion. Motion carried.

**Financial Report by Jean Nardi**

* Jean just received the financials from Jane. No questions.
* Jean will assume total responsibilities of treasurer from Jane Laurie (volunteer bookkeeper)
* Recognize Jane somehow? Naming the scholarship after Jane is a strong possibility. Also Pat and Meg should be recognized. Will discuss more at a later date.

**Approve Financial Report –** We did not have a motion or approve the report!

**Directors Report -**

* **Grants –** Received all the Pilcrow grant books. We received additional books from the Yackel (sp?) family. Applied for summer reading grant, only waiting on the certificate of insurance as part of the application. Performer suggestion: Hullabaloo. Casey will send the video of her program for the board to watch. Vermont Community Foundation Grant for tech purchases: kindles, RB Digital for audio books. Casey has a preliminary list and will start to purchase. Some discussion about a new computer at the library.
* **Plant Sale –** Streamline the spring plant sale for Memorial Day weekend. Pre-orders. Carey will call/contact if there’s someone who can do it? Add the bakery aspect for Memorial Day goodies.
* **Card Group** – get back into the library in April if they all have their vaccines (2 weeks post second shot).
* **Events committee**? – small group for brainstorming etc. We’ll create a committee.
  + Jean will contact the golf course and see if our date is available and then send out save the date cards.
* **Budget** – Casey and Jean will work on the budget for this year and present at the next meeting.

**Old Business:**

* **Endowment**
  + **Policy –** Questions: time frame for withdrawing, we do need a budget by September so we can plan disbursements.
  + Peter moves to approve the investment endowment policy and 2nd by Carey.Motion carried.
* **Finance Committee Update**
  + **Vermont Community Foundation –** voted on by the Financial Committee. Solid company, non-profit and work mostly with non-profits (22 libraries). The invest 5% of their money into Vermont. Socially responsible fund, fees are lower than the long-term fund. Returns in the past: 8.1-10%. Meeting or exceeding benchmark.
  + Peter moves to proceed with Vermont Community Foundation and 2nd by Sarah. Motion carried.
  + **Next step –** Permission from the board to take out the last 2 CDs, put them in the checking account, so once in agreement with VCF we can start to invest. Question: How much money? $120,793.89 and $32,967.30. Third will be taken out in May when it expires.  
    Jean will make a motion to move the money and 2nd by Erica. Motion carried.

**New Business:**

**Technology Grant**

* Peter – wants to update the current computers and automate.
  + Casey’s already working on automation with the current system (not grant related)
  + This grant is specific what we can spend money on… not catalog updates. Possibly use left over money to help update the current work stations.
  + Suggested fund raising to get money for updating the current work stations?
    - Additional fund raising/grants to update the building. Carey said they’re working on creating a Historic District which will help with the Historical Preservation Grants for updating the library.

**Adjourn** **8:34pm Motioned by Jean/Arlene 2nd. Motion carried.**

The next meeting will be on April 19th

Submitted by Erica Shott