

Draft Minutes of the Pope Memorial Library Board of Trustee
February 11, 2019

There being a quorum present, Judi called the meeting to order at 6.09pm.

Trustees Present: Judi McAlenney, Marilyn McDowell, Tony Garges, Nick Flanders, Martin Bertolini, Clayton Cargill, Liz Prohaska, Gary Mescher

Others Present: Bookkeeper Diane Simons and a baby Prohaska.

Addition to the meeting agenda:

Nick to discuss his trip to meet with the Danville Chamber of Commerce - quick to start. The chamber awarded the library \$1500.

Secretary's Report: With two corrections to the spelling of proper names, the minutes of the January minutes were approved unanimously after a motion by Tony and a 2nd by Martin.

Bookkeeper's Report: Diane Simons

The Eva Krane Goff money came in. This year the total was \$5953.41
Additional monies coming in included a postage grant from the state worth \$300, which was applied for by Andrea Searls, to cover some of the costs of interlibrary transfers
A balance sheet was made available to the group, as was requested last month. The sheet shows how much money is available and the the 3600 dollars of overage from last month's regular budget was simply rolled into the capital budget.

Discussion wound into the construction of the building and questions about finance included the order in which monies were to be used to pay for the ongoing project at the community center. It was determined that the readily available money in money markets would be used first, and that the money easily attained from the Stifel Nicholas accounts would be next up and that finally the Dodge and Cox funds could be accessed, but it was made clear that \$100,000 of those funds could not be touched. Discussion also centered around how this money was to be accessed and who had signatory power (Gary and Martin to sign checks) and who had the power to access and request the money on behalf of the board (Gary) from the Dodge and Cox accounts and the Stifel accounts. Discussion regarding Martin come up with a schedule for payment was dropped, as the bills will come and they will set their own schedule for payment. Logical decisions, such as leaving money in the operating budget to cover ordinary expenses, were discussed and generally agreed on.

No bills have yet to appear for any of the construction, but those bills should soon begin to come in and the money will have to be spent. Diane will keep everyone informed on the high dollar amounts, but the budget and expenditure have already been voted on by the board. The construction budget looks to be up to \$296,000, including payments to the architect and for other expenses ancillary to construction, including permitting, inspections, and so forth.

Lingering question: How much have we paid the architect to date?

Director's Report: Dee Palmer Absent, but her report was present

Dee has finished two evaluations for employees. Discussion with Judi of her evaluation ensued and Judi will do Dee's evaluation next month. Employee salaries, cost of living increases and

performance based raises will be discussed at next month's meeting, once Dee's evaluation is done.

The remainder of the director's report was read and noted but most of the discussion past the above fell under a different agenda category (see below)

Committee Reports:

Development Committee: — —

Building Committee: Martin Bertolini

Some crossover here from the director's report, to be included within.

Martin reports on the progress of the project in the community center. Noteworthy milestones include the back wall of the building being secured and signed off on by the architect, and the completion of the demolition on the back wall of the vault.

Quite a bit of discussion on some new issues, including the previously discussed replacement of the entire floor, new discussion of the replacement of the floor in the downstairs bathroom, new safety retrofits on the stairs which will cost additional money, and a water table problem in the basement that may need a creative "bandaid" type fix that the architect won't necessarily agree to, but that Martin is convinced will be effective in finding a way to keep water out of the basement.

Much of the basement work is ongoing but a lot of progress has been made, fire resistant foam insulation is set to go in soon, hopefully making the basement suitable for storage. Drywall going up in places upstairs.

There was some discussion of a new key system, but it was largely tabled for the time being.

As listed in the director's report, a great many finishing touches were agreed on between Martin, Dee and Andrea. Cabinets are ordered, flooring is still being chosen, etc. New appliances are on the way, but there is an old refrigerator that needs to be dealt with. Some ideas were spitballed, nothing yet.

Something from last month was revisited when Tony asked what about the \$15000 that had been promised by the Passumpsic Bank President for an upgrade to the community building's front facing exterior. Martin reports that the bank president told Dee that he did not remember promising that money. Not that he hadn't promised it, only that he hadn't remembered promising it. That sits open for now.

More discussion about Passumpsic bank and the rights of way in the back of the building as well as their wiring (T5?, can't remember) running through what is now our basement is all as yet on hold until a later date. Martin and Gary will still have to meet with the facilities director of Passumpsic again, but that's yet to come.

Town Meeting Dinner Preparations: Judi McAlenney

Judi had handouts with some prior planning on the town meeting luncheon, and the director's report had some progress already made.

Cabot cheese donation has been requested and can be picked up. As we get closer to the date, either Clayton or Liz will run and pick it up and deliver it to the school.

Judi will contact Marty Beattie about the hams, and cole slaw and one other item I can't remember

16 pounds of baked beans were delegated out amongst board members. Martin, Nick, maybe Tony?, and somebody else.

Jane Kitchel's pickled beets will be plenty of pickled beets.

Liz took the list of cookie makers for the bake sale and will make calls, first to Erin to see if she wants to make the calls, and then onward if Erin does not. It will get done.

Clayton has spoken the Shelley Towle about using the school kitchens, will continue to discuss with her ordering rolls and milk and chocolate milk. Clayton is also working on school aged volunteers to help with serving and bussing. Two or three are already on board.

People committing to help on Monday to wash dishes and prep for the meal are Clayton, Gary and Marilyn. People committing to help on Tuesday are Clayton, Gary, Martin, Marilyn and Judi. We will need much more help than that.

Start time is 8am for the earliest arrivers to make coffee and set up for ticket sales. 8:30 for the next wave. The order of the meetings is school first then town.

Planning will continue throughout the month.

Spirits of Vermont: Liz Prohaska

Sponsor letters are out
Vendor emails should be out by the end of this week
more planning to be done
Martin to ask his friend Keith about doing posters again

Fundraising Ideas: Nick Flanders

Nick discussed an interesting to celebrate the Pope's history and drink wine, but never really got around to how it would be a fundraiser. Something about people wearing costumes and him very easily pulling off a meal for 20 people with his friend Toby. It was a trial run and it centered around the history of the Pope library and more specifically Sarah Pope, who is the person who actually donated the money to build the Pope Library in her husband's name. His plan was a work in progress.

Clayton motions, Martin 2nds, and the meeting adjourns unanimously at 7.25pm
Next meeting scheduled for March 11, 2019

