

## Stamford Community Library Trustees Meeting Minutes 6-27-24

Call to order at 5:06 p.m. by Linda Rodovick, chair

Present: Caroline Burch, Danielle Smith, Linda Rodovick, Tyna Senecal,

Minutes from the May 9, 2024 meeting were approved, Motion by Rodovick, seconded by Smith

### **Treasurer's Report**

Senecal outlined that at some point, as recommended by the auditors, Lori Shepard will take over management of the library's funds. Sullivan Powers of Montpelier, the audit firm, recommended having all town funds under one umbrella, taking advantage of the capabilities of the town accounting software and eliminate some duplication of effort. Library could have a credit card (through Berkshire Bank), instead of current debit card. All expenses would be paid by Lori at the end of the month. Lori suggested keeping the debit card for a few months to make sure all expenses have cleared. Tyna's role as treasurer would likely change in an unknown way.

### **Librarian's Report (on file)**

#### **Policy Updates**

Rodovick handed out current bylaw and policy pages and additional updates that have been done and need to be approved. Rodovick will compile recently approved policies for trustees to officially codify and date for the website, among them are

- ~ Bylaws - red words are the changes
- ~ Rules of Library Use – need to approve draft
- ~ Employee Information approved 2023
- ~ Library Assistant approved June 2023
- ~ Laptop policy approved 2021
- ~ COVID (will keep for future reference)

Further discussion warranted on the need for the following policies:

- ~ Community library use form
- ~ Unattended child policy
- ~ Animals in library
- ~ Narcan
- ~ Library exhibits

Rodovick noted we need a work session, possibly July 18, with all trustees to do final in-depth review. Smith reviewed some job descriptions and librarian evaluations to use as a basis for amending for our use.

#### **New Window Seat**

Burch contacted Mark Daigle. He will be in touch with Smith to understand the project and take measurements.

The next regular meeting will be scheduled once the work session is finalized.

Burch motioned to adjourn, Rodovick seconded. Motion carried and meeting adjourned at 6:35 p.m.

Respectfully submitted,

Caroline Burch, secretary