

## Royalton Memorial Library Board of Trustees Meeting

Tuesday, April 1, 2025 6:30 PM

At Royalton Memorial Library or via Zoom

Attending: In Person: Maegan, Jessica, Xan, Dena, Ed, Steve, Maria (via Zoom), Phoebe (via Zoom)

Meeting called to order: motion by Ed, seconded by Steve, all in agreement 6:34PM

<https://us06web.zoom.us/j/95951165461?pwd=NFJKSC9yNmtUaUFiL2YveGdyK3FoZz09>

Meeting ID: 959 5116 5461 Passcode: 076448

Consent Agenda - motion made by Maria, seconded by Ed, all in favor

- a) March Minutes
- b) March Financial report
- c) March Director's report

Policies, staffing and procedures

- a) Board Reorganization - table until May meeting
- b) Maegan's Trip April 18-29 - Xan and Pam to fill in - Maegan to coordinate. Alert the board if there are gaps that need to be filled.
- c) Cleaner Contract - Maegan to go back and request that clauses #5.1, #5.2, and #5.3 be removed before we proceed with the agreement. Update section #8.1 from NH to VT.
- d) Strategic Plan - Table for June / Board Retreat to just do the strategic plan: 5:30PM - 8PM

Fundraising and community relations

- a) Bingo at Babes Fundraiser update - Ed, Xan, Dena, Maria (?), Jess (?)
  - a. Xan to propose new prize pyramid
- b) Rest Stop Fundraiser - April 27th - Fran let us know if you need assistance
- c) Friends of the Library
- d) Yard Sale (May 10th, 2025) Contract - \$5 increase is approved, no alcohol, seek food vendors (Maegan to research food vendors)

Other business

- a) Collection Policy - Policy reviewed and edited
- a) High Yield Savings - 4 - 5% option has been identified. Awaiting documents from the bank for signatories.
- b) Community School Coordinator - Fran is working on this, Maegan is in touch with school librarian
- c) Xan's hours - Pam, Maegan, and Phoebe to review the budget and confirm whether or not the hours can be increased- asking 25 but would like up to 29 hrs/wk.

- d) Closet upstairs- needs to be addressed
- e) Historical section- review the space

Motion to adjourn Ed, seconded by Phoebe, all in favor. 7:38PM

Policy review schedule: (April: Service Policy; June: General Operations; November: Internet Access, Art & Craft Exhibits; Revision of Policies)