

Approved  
JPL Trustee Meeting Minutes  
July 6, 2021

Meeting opened at 6:33.

Those present: Liz Milligan, Chair, Joy McCorkhill, Director, Bette Bovio, Brenda Roy, Leslie Seppala and Jeanne Kenison.

Jeanne handed out minutes of past meetings May 11 and June 1 for trustees to review. Liz made a motion to accept the May 11 meeting minutes as written and this was seconded by Brenda Roy. All trustees accepted motion. Liz then made a motion to accept the June 1 meeting minutes and was seconded by Bette Bovio. The motion passed by all trustees.

Leslie passed out the treasurer's report and stated that the checking account balance was \$7,701.82; the small savings account balance \$5,429.94; the windfall account was \$250,222.55. Liz made a motion to accept the reports as presented and was seconded by Jeanne. Motion passed by all trustees.

#### New Business

Liz passed out the Engle and Davis letter to review the gift agreement and discussed it. Joy commented that the request for a live 9" tree would need to be clarified as the library ceiling height is 9' and can't have a live tree in a municipality building.

Liz passed out her work sheet on JPL Renovations to discuss. Liz stated that project funds would be used in order of CRF funds established by the library (\$281,845), then Building Committee funds approximately \$68,098, lastly donor monies would be used once all other funds exhausted (up to \$250,000).

Liz discussed the Library Gift Endowment; investment, usage and withdrawal. Trustees will work with Trustees of Trust Funds to set up a clear agreement of how remaining donor gift money can be used for the library.

Liz questioned what percentage of the total utilities the library would be expected to pay if there is no separate meter for the library. Liz also questioned what percentage of asbestos removal the library was responsible for.

Other concerns that trustees expressed concerning differences in costs from first to second proposal, as well as these earlier concerns would be brought up at the next available selectboard meeting.

Joy presented an initial draft of a memorandum of understanding between the select board and JPL. Joy will try to have a working draft available for the August select board meeting.

Joy has begun working on the community calendar and asked if the trustees were still interested in a JPL Scholarship. She felt that sales of the community calendar would increase if it were to fund a scholarship for Jefferson students. Liz made a motion that Joy start working on a 2022 JPL Community Calendar and that trustees have agreed to put these calendar monies towards a JPL Scholarship Fund for Jefferson Students. This was seconded by Leslie and all accepted the motion.

Joy said that we received the ARPA Grant for \$2,800 which she has been pricing picnic tables, awnings, Adirondack Chairs and looking into creating a storybook walk from existing nature trails already at the community building. Liz made a motion that Joy expend \$2,800 from checking/savings account for the ARPA Grant to be paid up front and then reimbursed. Leslie seconded the motion and was accepted by all trustees.

Joy is concerned about maxing out her budgeted hours with additional work on library relocation meetings and that she will be keeping track of her and Kaitlin's hours

Liz would like to have a tentative meeting schedule to accommodate issues arising over library relocation. Joy will note on the website that additional meetings as needed will take place on 1 and 3<sup>rd</sup> Thursdays. Liz made a motion that we have special meetings pertaining to the library relocation as needed on the 1 and 3<sup>rd</sup> Thursdays until no longer needed. This was seconded by Brenda and all trustees accepted the motion.

The next meeting will be on August 17 at 6:30.

Meeting adjourned at 8:08

Jeanne Kenison, Secretary