

George H. Stowell Free Library Trustee Meeting Draft Minutes

January 9, 2025, 1:00 p.m. at the George H. Stowell Free Library

PRESENT: Trustees: Kathi Patterson, Laura Cousineau, Marie De Rusha **Librarian:** Lucy Applegate

Citizens: Martha Zoerheide, Heidi Jaarsma, Judith Kaufman

1. Meeting was called to order at 1:02 p.m.

2. The agenda was reviewed and approved.

3. The December minutes were approved.

4. Librarian's Report:

Seven new patrons were added to the Library card holders. 523 books were checked out since the last meeting and 25 books were handled through inter-library loan (ILL). A total of 13 books were ordered for book club. Ilsa's cookie decorating event was attended by 25 people. The big word search is still on-going. It went up the week before the new year and about 5 people per week have been participating. Lucy plans to attend the American Library Conference in June. Laura requested Lucy write a proposal for the Trustees to cover expenses. The Plainfield Librarian, Jim Allen, will be working with Lucy on various programs together.

5. Treasurer's Report:

Kathi presented the spreadsheet of all expenses for 2024 and the Library Trustees Report to be put in the 2024 town report and explained how she makes projections. Laura shared a copy of the spreadsheet with Heidi Jaarsma, Town Treasurer, to follow along while the Trustees discussed operation cost worksheet. Heidi complimented Kathi for being so thorough and stated she thought the spreadsheet looked fine.

6. Annual Report:

The Trustees reviewed, line by line, the 2025 operating budget. The amounts budgeted for 2025 were increased for Advertising from \$50 to \$70 to reflect increased cost of public notices; were increased for Library Training from \$400 to \$600 to provide more money for the librarian's membership in professional organizations and attendance at professional workshops; were increased from \$500 to \$600 to reflect the cost of chimney inspection and cleaning in addition to routine maintenance such as furnace cleaning; were increased for Salaries from \$27,947 to \$29,204 to reflect a 2.5% Cost of Living for all staff and a one hour increase from 15 hours per week to 16 hours for the Librarian; and were increased for Telephone from \$600 to \$900 to reflect increased costs for Consolidated. The amounts budgeted for 2025 were decreased for Electricity from \$1,500 to \$1,200 and Heat from \$3,500 to \$2,750 to reflect reduced costs for these two items. The 12/31/2024 checkbook balance of \$2,063.06 and the return of \$2,630.67 in unexpended funds will reduce the requested 2025 appropriation request for Operating Funds. Next the Trustees reviewed the letter to be put in the town Report, which was revised and approved.

7. There was no correspondence.

8. New Business:

Lucy will be in contact with 4-H regarding their food collection boxes.

9. Citizen Comments:

Judith suggested the Trustees consider adding “in-kind donations” to the operating income budget for 2026. Laura stated the Trustees would keep track of such during the year and decide if it would be appropriate.

10. The date was set for Lucy’s work plan/goals and objectives in non-public session for the next meeting.

11. Next Trustee meeting will be Saturday, February 15, 2025 at 1:00 at the George H. Stowell Free Library.

Respectfully submitted,
Marie De Rusha
Secretary