

**Town of Stowe
Library Trustees Meeting**

Date: May 21, 2026

Attendees:

Shelby Gaines, Brian Mullin, Kelley Spear, Pauline Lambert
Loren Polk, Library Director

I. Financial Reporting and Trustee Fund Review

- Trustees reviewed historical spending from trustee funds and discussed transfers that appeared in prior financial statements.
- Discussion included the need to track spending commitments more accurately and understand annual spending relative to investment income.

II. Staffing and Budget Considerations

- Trustees discussed staffing levels, substitute staffing, and the impact of employee vacation and leave accruals.
- The Director noted that staff members are reaching higher vacation accrual tiers, increasing future coverage needs.
- Trustees agreed that they would like to advocate for substitute staffing hours aligning with available vacation and leave benefits.
- Discussion favored additional part-time staffing rather than adding full-time positions.

III. Board Meeting Frequency

- Trustees discussed whether monthly meetings remain necessary.
- Advantages and disadvantages of quarterly, bi-monthly, and monthly schedules were reviewed.
- The Director noted that regular meetings provide opportunities to address emerging issues but acknowledged that a reduced schedule could be workable with special meetings as needed.
- **Motion:** Beginning September 2026, the Board will meet every other month rather than monthly. Motion passed unanimously.
- **New Meeting Schedule.** Tentative regular meetings:
 - September
 - November
 - January
 - March
 - May

Special meetings may be called as needed.

IV. 4. Board Recruitment

- The Board has three upcoming vacancies.
- Members discussed potential candidates, particularly individuals with finance or investment expertise.
- Trustees agreed to actively recruit prospective members.

V. Treasurer's Report

- Reported balances included:
 - Operating Account: approximately **\$9,722**
 - Copley Fund: approximately **\$7,573**
 - Endowment/Investment Balance: approximately **\$1.58 million**
- Additional discussion included year-to-date investment income and distributions, investment management history and endowment performance, and Trustee oversight of investment accounts.

VI. Policy Review

• **Materials Selection and Reconsideration Policy**

Director reviewed the existing policy in light of updated Vermont Department of Libraries guidance. The library is currently compliant with state requirements. No changes were recommended at this time.

• **Proposed Program Development and Reconsideration Policy.**

Director presented a draft policy governing:

- Program selection criteria
- Reconsideration requests regarding programs
- Procedures for public concerns or complaints
- Clarification regarding partnerships with outside organizations

The Trustees will review the policy and return for discussion and adoption at the June meeting.

VII. Friends of the Library Update

- Trivia fundraiser scheduled for May 29.
- Friends website is operational and supports online ticket purchases.
- Planning is underway for multiple author and speaker events this fall.
- Collaboration with the Historical Society is being developed for a summer film presentation and author event.
- Friends leadership continues evaluating investment options for organizational funds.

VIII. Shelving Project and Grant Updates

- **Shelving Project.** New shelving vendor representative is reviewing collection and space data. Final design recommendations are pending. Funds remain available and are currently held in an interest-bearing account until project invoices are received.
- Graphic Novel Nook installation has been completed following replacement-part delays.
- **Grant Updates.** The Vermont Department of Libraries is behind schedule processing grants. Summer programming grants were delayed, and HUD-related grant reviews may also be delayed. Current notification timelines are expected sometime between July and September.

IX. Director's Report

- **Legislative and Funding Updates.** Director reported that New York libraries successfully secured permanent baseline funding after proposed budget reductions generated public opposition.

- Here in Vermont, the Vermont Library Association has hired a lobbyist. New state legislation is expected to create a recurring funding source for Vermont libraries through designated tax revenue.
- Trustees viewed this as a positive development for long-term library funding.

Adjournment

The Board concluded discussion after reviewing agenda items and updates. The next scheduled meeting will occur in June, after which the Board will transition to the newly approved every-other-month meeting schedule beginning September 2026.