

Cobleigh Public Library Trustees' Meeting Minutes

Date: July 23, 2025

Meeting Called to Order at 5:36 pm

In Attendance - Kaitlin Wood, library director; Jessica Simpson, board president; Paula Pearce, board treasurer; Sylvia Dodge; Bruce Starbuck; and Dorothy Allard, president of the Friends of Cobleigh Library.

Minutes – The minutes of the April 23 meeting were unanimously approved. Motion made by Bruce, seconded by Paula.

Treasurer's Report – The board signed the monthly order sheets from April through the present. Paula presented information about the value of the library's endowment funds. Every account has increased in value from July of 2024. Paula also presented information regarding the 2025 budget versus actual expenses to date. Accounts in which current spending has exceeded the budgeted amount are: periodicals, property and casualty insurance, and dues. There was discussion about accounts that should belong solely to the Friends of Cobleigh Library (see the Friends report for more information).

Library Director's Report (old and new business) – Kaitlin reported on several items:

Circulation – In June, 1,241 patrons visited the library and the total circulation for that month was 2,825. Kaitlin termed new circulation librarian, Gretchen Bristol, "amazing."

Technical Services Librarian – John Rozun, who worked this year for the library/Kingdom East Supervisory Union program, has been hired as technical services librarian for 15 hours per week. He replaces Cheryl McMahon. Kaitlin indicated that with his hiring she is comfortable with the library's staffing level. In June, 167 patrons used the library computers/network.

Community Engagement – An open house was held on July 10 to honor Cheryl McMahon for her 35 years of dedicated work at the library. Kaitlin sent out a new edition of the "Cobleigh Currier" in early July, and she posted a short YouTube video introducing herself to the community. The video prompted a story in The Caledonian-Record. Kaitlin reported that the elevator has a new inspection sticker and she also detailed the numerous children's programs that the library has hosted in recent months.

E-Bike – Kaitlin reported that the two e-bikes need repairs. The estimated cost of repairs is in the \$200 range. The bikes were checked out 13 times in the last four years. Kaitlin said she will look into making the public more aware of the opportunity to borrow the e-bikes. The possibility of selling the bikes if repairs become an issue was brought up. Jessica volunteered her husband to take a look at the bikes. Jess also noted that the library's "book bike" has been stored in her barn for several years. All of the library's bikes were acquired through grant funding.

Upcoming Events – The library was selected to have a coin drop in September, and Sept. 27 was chosen by the trustees for the event. The library will participate in a "Block Party" on Sept 6. The library will host a "Donuts with the Director" event on Aug. 9. Kaitlin has submitted an application for the library to participate in the Vermont Reads program. A teen group has requested starting a Dungeons and Dragons club, and another group wants to have a chess club. Ideas for new groups/classes include: a cell phone familiarization class, use of Virtual Reality headsets, a "Games and Grub" night, a board games night, a comic design class, and a digital literacy class.

Building Repairs – Kaitlin outlined the various maintenance needs of the library. There was discussion about a list of repairs that was put together a few years ago which should be available to Kaitlin in the library's files. It was suggested that contacting the Preservation Trust of Vermont might help to facilitate the creation of a new report about pressing library maintenance needs.

Friends of Cobleigh Library Report – Dorothy reported that the group now has a full slate of officers. There was discussion about financial reporting for both the library and the Friends group. It was noted that income line items now included in the library budget (for example, bake sale and book sale) should possibly be recorded differently. Funds raised by those events are used to support the library, but proper procedure might require the library to officially request funds raised by those events. In recent years, the request for those funds has been informal. Paula said she does not review the Friends budget and bookmobile information. Dorothy and Kaitlin said they will try to find and review pertinent policies and Kaitlin said she will research the ins and outs of the bookmobile budgeting process and report back to the trustees. It was stated that the primary function of the Friends group is to help fund the bookmobile, but it was noted that the Friends group also helps fill in library budget shortfalls when necessary. Dorothy reported that the Friends bank account has between \$13,000 and \$14,000 in it. The three fundraising events organized by the Friends are the book sale, bake sale, and flower sale. Dorothy said she would like to study each fundraiser with an eye to creating new events and perhaps retiring other events.

Other Business – The status of the acquisition of a new bookmobile was discussed. Former Library Director Bryn Hoffman had been working on that project. Kaitlin said she will contact Bryn for the status of the project and report back to the trustees. The idea to name any new bookmobile the "Edith Bell Brown Bookmobile" was suggested. A bequest to the library from Edith Bell Brown helps fund the bookmobile.