

WATERBURY PUBLIC LIBRARY COMMISSION MEETING  
Monday, November 8, 2021 at 5:00 PM – 6:30 PM  
SAL Room

COMMISSIONERS PRESENT:

Shannon DeSantis Gile, Susan Mazza, Christine Sousa (arrived at 5:15), Maroni Minter (departed at 6:40)

1. Shannon called meeting to order at 5:03PM
2. Amendment/adoption of agenda  
Maroni motioned, Susan seconded. All in favor.
3. Approve October 2021 meeting minutes  
Maroni motioned, Susan seconded. All in favor.
4. Public Comment-Margaret Moreland, Deanna King present.
5. Town Manager's Report- no report, absent
6. Treasurer's Report  
Update on account signers
  - Susan suggested treasurer and one other commissioner.
  - VSECU- need to redo all paperwork with departure of commissioners
    - Suggestion to research switching financial institutions due to lack of control of management (ie two signers, etc.)
    - Christine suggested two person authorization with meeting minute verification clause
  - Christine made a *motion to remove past commissioners from the Morgan Stanley account and in the future, require two signers, treasurer and chair, with a copy of the meeting minutes in order to authorize any withdrawals or transfers*. Susan seconded. All in favor.
  - Reminder that Morgan Stanley staff are willing to meet with us to discuss accounts, Susan will connect with them.
  - Financial reports reflect most up to date statements
7. Library Director's Report  
Highlights:
  - Over 90 new patrons registered in the past quarter. Registered because the building reopened. (Average 50 per quarter)
  - Potential Planned Parenthood collaboration for menstrual products and informational pamphlets, staff training available
  - ALA Libraries Transform Communities program has concluded. The Central Vermont Refugee Action Network program was especially popular. Hopeful for further collaboration.
  - Moving to virtual programming as the winter months set in/ COVID precautions since we will no longer be able to open windows for increased air circulation.
  - Meeting with staff to set goals

- Waterbury Giving Tree will be hosted in the library again this year.
- October was so great for programming, especially Halloween programs! Over 150 people attended.

## 8. Other Business

- Library Commission Membership
  - Explained process of filling a vacant seat until Town Meeting Day and how to get on the ballot for Town Meeting Day
  - New Commissioner Candidates
    - Had discussion with potential candidates
  - Christine ***made a motion to recommend Margaret Moreland to the Select Board to fill vacancy on the library commission until Town Meeting Day.*** Susan seconded. All in favor.
  
- Policy Discussion
  - Personnel Policy
    - No update- Town Manager not present.
  
- Library Accounts/Trust Management Discussion
  - Christine spoke with Joy Worland at the State Department of Libraries, who confirmed State Statute supports Library Commissioners holding control of library trust funds.
  - Christine also spoke with Gary Deziel, Treasurer/Trustee of Georgia Public Library who consults with public libraries around the state, about trust management who agreed it makes sense to turn over WHAT to town treasurer and assistant treasurer from a risk management/ accounting/ audit perspective. He also recommended consulting another library given the size of our trust. Rachel will connect with the Director of Joslin in Waitsfield.
  - Shannon and Rachel suggested researching if other Town Commissions (ex. Cemetery Commission) have any written financial policies. Shannon wondered about a written financial investment policy.
  - Christine will bring questions to Bill.
  - Plan to gather information and discuss further in December with a vote in January.
  
  - Next Meeting: Monday, December 13, 2021 at 5pm

## 9. Adjournment at 6:55 PM

Respectfully Submitted,  
 Shannon DeSantis Gile  
 Waterbury Public Library Commission Secretary

Approved on: