

**WATERBURY PUBLIC LIBRARY COMMISSIONERS' MEETING**  
**MINUTES - DRAFT**  
**28 North Main Street – SAL Room**  
**Monday, October 17, 2022 @ 5:00 PM**

Present: Deanna King (acting chair), Susan Mazza, Margaret Moreland, Rachel Muse, Bill Shepeluk

Deanna called the meeting to order at 5:02 pm

Margaret moved to adopt the agenda as amended. Deanna seconded. All in favor.

Deanna moved to approve the September 2022 minutes. Susan seconded. All in favor.

**Treasurer's Report**

- Received a check from the Joslin Fund; went directly into the town general fund. We have already paid a substantial amount of our obligation to the town for this year – incoming checks will further reduce the remaining amount.
- Susan will accept Will Edwards' (Morgan Stanley) offer to attend the Commissioners' November meeting to discuss our investments. Bill will invite Edward Jones to the December meeting.
- Trust investment funds continue to fluctuate along with the market in general. However, about a third of our investment in stocks was withdrawn in July 2021 and placed in a less volatile Money Market Fund. Morgan Stanley voluntarily increased our rate of return to 3.0% in the late spring.

**Town Manager's report:**

- Bill agreed that there should be no additional withdrawals while the market is so depressed. The Morgan Stanley Money Market Fund has a good rate of return for the present.
- New town manager will begin his job on October 31, working as Bill's assistant until Bill retires.
- Beginning to think about next year's budget. Bill noted that the process may be more challenging this year because of inflation, etc. The Commissioners control the library's budget. The Select Board can "only" determine how much of the tax revenue will be allocated to the library. Although the Select Board cannot change fixed and non-fixed amounts in the library's budget, taxpayers can vote against the proposed budget.
- Review of budgeting process: Rachel and Bill create a tentative budget which is reviewed by the Commissioners. After any discussion, Rachel presents the library budget to the Select Board. There may be further discussion/negotiation at this point. The Select Board will approve an overall town budget by the end of January (to allow time for printing). It is then presented to the taxpayers at the Town Meeting in March.

## **Library Director's Report**

- There were 119 new library cards issued in the past quarter – the most since the pandemic began!
- Some staffing challenges have arisen due to the departure of one circulation assistant and another staff member contracting Covid. However, Rachel is in the middle of annual reviews and goal setting and is finding the process very productive.
- The library café and gallery space have been opened.
- The library will close at 5 pm on Halloween.
- The Friends group has been quite active this year and recently sponsored a popular program on bees that featured the Honeybee Steel Band. Fifty people attended.
- Rachel, Michelle, and Judi participated in a tour of different-sized Addison County libraries in September. Gained insight on the operation of other facilities and became more aware of the advantages we have in Waterbury.
- The Catamount Library Network annual meeting will be virtual and, therefore, will not take place in our library.
- Roeki and Judi represented the Waterbury Public Library at the Vermont Fairy Tale Festival this summer, networking with library staff from all over the state. Our booth and activities had a *Lord of the Rings* theme.
- The Waterbury History Walking Tour was a great success. An additional night had to be added in order to accommodate the 72 attendees. Will consider more walking tours in the future.
- Kyle conducted a “Back to School” workshop highlighting free online resources that are available for personal enrichment, career advancement, and skill building. He also has had many one-on-one appointments during the past month.

## **Other Business**

- Strategic Planning – The Committee has received 105 responses to the paper/on-line survey and hosted a productive open meeting that was attended by two Select Board members and the Waterbury representative. Rachel will create a doodle poll to find out the best time for the Committee/Commission retreat to review the results before the final report is written.

Deanna adjourned the meeting at 5:59 pm.

Next Regular Meeting – Monday, November 14, 2022 @ 5pm

APPROVED: