**VGPL Meeting Minutes**

**January 20, 2025**

**Attendees:**  Jim Oyster, Charles Abernethy, Monica Emerich, David Weaver, Jody Price, Kris Sefton, Julia Kelso, Kathleen Mata, Joe Triolo, Martha Deutsch, Joe Durlak . (James Caruso and Mary Bonilla out of town. Courteney Handy is ill)

**Call to order**: 5:33 pm by President Jody Price

**Public Comment:** Dr. Michael Abernethy spoke about the agenda item “code of conduct.” He reminded the Board that a proposal for a VGPL Board of Directors Code of Conduct should be considered in event of liability issues, particularly with relation to the consumption of alcohol in public places by a board member.

**Approval Meeting Agenda**: Motion to approve: David, second: Kris. Unanimous in favor.

**Approval Board Minutes**: Motion to approve: Kris. Second: Charles. Unanimous in favor.

**President’s Report: Jody Price**

* Donor Appeal raised $36,000. Kris Sefton handled this project solo. We thank and congratulate her for her success.
* Board priorities for 2025: Streamline and improve the projects, events, and activities already in place across the committees.
* Fundraising goal is $80,000 a year, achieved between book sales & donor appeals.

**Library director Report: Julia Kelso**

* Check outs of physical content are decreasing but checkouts of e-content are increasing so much that overall check outs are increasing.
* Funding Explanation: Julia prepared a document that explains the various sources of VGPL’s funding. That document is on file and describes MOU, State Grants in Aid, Rural Library Fund, GO Bonds, GRO Funds, and Other (fundraising). We should continue to fundraise for two reasons : 1) Monies raised are controlled by us without the restrictions of the sources listed above; 2) We want to stay in the habit of fundraising because other fund sources are not necessarily consistent/reliable.

**Treasurer’s Report: David Weaver**

David supplied the Nov and Dec 2024 financial reports. These documents are on file.

**Committee Reports**

* Executive Committee: Jody
  + A committee will review Library Assets to clarify ownership and insurance.
  + We will add a Communications Policy (email, telephone, in-person).
  + Board members are asked to consider assuming Lead roles on projects including Business Donor, Nominating Committee, and Volunteer Appreciation Event. “Lead” means management, not sole responsibility for implementation.
* Development: Kris and Monica.
* Fall Donor appeal: Kris Sefton is the lead on this project. The Appeal was a success, but our system is cumbersome. We are streamlining the process including finding new management software (Zeffy is considered) and how we send thank-you letters. Martha offered to help with thank you letters.
  + Book Sale: Monica is Lead. Spring sale is May 8-10th. Book donations and sorting are underway. We would like to train a backup lead.
  + Back-to-School appeal: This will be a special online event.
  + Volunteerism: Mary Heartlein, Monica, and Kris are investigating how we can streamline and improve our volunteer-recruitment processes.
* IT Committee: Jim Oyster noted that there will be a meeting later this week. The committee is experiencing issues on hosting the website and are considering transferring the domain to a new Wix account or employing a different platform.
  + Jody would like to create a Dropbox or outside folder where Board members can access, edit, and sort documents more effectively.
* Nominating committee: Kris asked for a volunteer to assume leadership of the committee to free her to focus on her Development and Vice President roles. Martha will consider taking this position.

**OLD BUSINESS**

* **Code of Conduct**

The Board is in favor of adopting a Code of Conduct policy, but we do not yet have an approved draft. James Caruso sent by email to the board his comments on the draft circulated by Jody Price. Discussion resumed about what the Code should include and how it would integrate with Bylaws and Roberts Rules of Order. Code of Conduct refers to how we present ourselves as Board members while Roberts Rules refer to the processes undertaken when the Code is violated. For example, Roberts Rules would explain how we dismiss a Board member while the Code refers to why.

**ACTION**: Jody requests that all members send to him by email their concerns and comments on the Code of Conduct and the drafted document. Jody will make available all comments to the entire Board.

* **ECIA Marketing**: Jody met with ECIA representatives. We are on the ECIA agenda for the annual meeting in May. Courteney will talk to other HOAs about being included on their agendas as well. ECIA will allow VGPL to include information in the ECIA Welcome Slide Pack, shown quarterly to new residents. We have 5-10 minutes of time.

**ACTION:** Jody will prepare these slides but asks for board input ASAP to prepare for the February welcome meeting.

* **Trivia Night** is January 27. Board members are reminded to deport themselves accordingly re: alcohol consumption, language, and behavior.
* **Strategic Plan Review**: The Executive Committee will review and present to Board.

**NEW BUSINESS**

* **Volunteer Appreciation Event**: While Board members agree such an event would be desirable, volunteers are needed for leadership/mangement. We are reminded there are two “buckets” of volunteers—those working for Julia in library operations and those for Board-related events. In March, Julia and Tracey will provide library volunteers with an appreciation event. Martha suggested a type of free community event (not for fundraising) in which volunteer appreciation could be added. Send [developmentchair@vglibrary.org](mailto:developmentchair@vglibrary.org) any other ideas.
* **Community relations:** Martha has contacted the publicist for Hampton Sides for an author talk or another special event. Monica has contacted Chef Lois Frank and Kimla McDonald (Cultural Conservancy) about a program or banquet event focused on Indigenous food and food pathways.

**Motion to adjourn: John T., second by Charles.**