

**Bennington Free Library
Board of Directors
Meeting Minutes August 19, 2025**

MEMBERS PRESENT: Mike Munson (Chair), Kelley Legacy, David Newell, Bruce Smith, Brian Cunningham, Jon Goodrich, Beth Tegart, Sarah Blizzard, Deirdre Ryan, PJ Venti, Wendy Sharkey (Director), Karson Kiesinger (Reference and Adult Services), Jim Sullivan (Select Board Liaison)

MEMBERS ABSENT: None

WELCOME & CALL TO ORDER

APPROVAL OF MINUTES:

- With one notation that Beth Tegart was not in attendance at the last meeting, minutes from the July 15, 2025 Board of Directors meeting were approved unanimously and moved.

PUBLIC COMMENTS/PRESENTATIONS:

- There were no public comments or presentations at the August 19th meeting.

FINANCE REPORT:

A. Annual Fund

- The Library received a generous donation from past supporters at the beginning of the fiscal year (July 1, 2025) and the Annual Fund gift balance as of today's meeting was \$5,980, making for a nice start to our fundraising for the year.

B. Revenue and Expense Reports

- The Revenue & Expense Report for July was circulated for discussion and reviewed.
- Wendy noted that the Town of Bennington's annual allocation was received in August and therefore not reflected in the July Revenue and Expense Report.
- With no further discussion, the Revenue and Expenses Report for July was accepted.

DIRECTOR'S REPORT HIGHLIGHTS: (full report circulated in meeting materials):

- Library staff participated in AED, Narcan, and Stop the Bleeding training, led by the Bennington Rescue Squad.
- Library presence at Midnight Madness, complete with the dancing library card, and participation in the Town Wide Tag Sale (7/26) netted \$331.
- The popular children's programming, *Color Our World Wednesdays*, continues for kids in grades K-2 to explore the arts – dance, music, painting & more!

- The Town of Bennington is launching a community outreach plan with “Idea Boards”- one of which to be located at The Library.

COMMITTEE REPORTS:

A. Buildings and Grounds

- The committee continues to meet every two weeks to advance the HVAC systems upgrades and meet the grant funding deadlines.

B. Finance Committee

- The committee has asked for information, from the Richards Group, on the liability coverage for the Board of Trustees and Board of Directors as separate entities, as well as further review of the property coverage and deductible.
- The question was also raised if sexual abuse and/or cyber security insurance and if an audit is needed.

C. Policies & Personnel

- Further time needed to review and discuss six new/updated policies that Wendy has drafted to make a recommendation to the Board for a vote of approval. These include a Snowshoe Waiver, Security Camera Policy, Meeting Room Policy, AED Policy, Opioid Overdose Prevention Policy, and Program/Activity Agreement & Waiver.
- With numerous updates to existing policies, the Board would like to be more strategic and less reactive to these policy changes. Wendy has agreed to contact the VT Department of Libraries to see if a list exists of what policies are needed and required. Further discussion is also needed on where and how these policies will be stored.
- The P&P committee also needs to conduct an annual performance review of the Director. A formal signed evaluation will be added to Wendy’s personnel file.

D. Strategic Planning & Long Range Planning

- The committee presented the goals for each of the Four Strategic Pillars: Community Engagement, Financial Futuring, People, and Space & Physical Resources.
- Next steps include allocation of lead rolls for each goal; creation of key initiatives; preparation of final document; release one-page Strategic Plan to the community; and establish a timeline for the Plan.

E. Nominating

- It was approved unanimously to extend an invitation to Rebecca Sentner to join the Library Board of Directors.

F. Ad Hoc Friends of the Library

- Research and exploration of other Friends groups (i.e. mission statements, membership, etc.) continues to help in the formation of our renewed Friends of the Library.

OTHER BUSINESS:

- It was discussed and agreed to keep scheduled monthly meetings; although reserving some of those meetings for committee work.

With no further agenda items, the meeting was adjourned.

BOARD MEETING SCHEDULE: (Third Tuesdays at 5:00 p.m.)

- September 16, 2025 - Full Board of Directors Meeting
- October 21, 2025 - Working Meeting
- November 18, 2025 - Full Board of Directors Meeting
- December 16, 2025 - Working Meeting
- January 20, 2026 - Full Board of Directors Meeting
- February 17, 2026 - Working Meeting
- March 17, 2026 - Full Board of Directors Meeting
- April 21, 2026 - Working Meeting
- May 19, 2026 - Full Board of Directors Meeting
- June 16, 2026 - Full Board of Directors Meeting

Respectfully submitted, PJ Venti