

Library Board of Trustees Meeting 6/11/26

Present at the meeting: Crista Billowitch: President, Will Jefferson: Treasurer, Jane Yagerhofer: Member, Mike Salter: Member, Heather Cardona: Member, Fran Shehab: NASD Board of Education Liaison, Jack Sullivan: Capital Planning Wealth Management, Rachel Robinson: Director of Operations, and Veronica Laroche: Library Director.

The meeting was called to order at 6:31 PM

Approval of the May minutes made by Mike; seconded by Heather. All in favor; minutes approved.

Presentation: Capital Planning Wealth Management

- Mr. Sullivan spoke to the library's capital and endowment funds.
- Most funds are invested in CDs and a Money Market account.
- Only 27% of funds are invested in stocks, leaving the library with a very low risk score of 26.
- Mr. Sullivan suggested diversifying a bit more with higher-yield stocks carried by Nasdaq, such as Amazon, Microsoft, and Apple.
 - This would move 3% of the total stocks from Vanguard High Dividend Yield ETF to Nasdaq QQQ.
 - This move would only make our risk score a few points higher than our current risk score.
- Vote to be made in August 2026.

Library Director Report

- Grants
 - Applied for and completed the Air Products Grant, focusing on Citizen Science as STEM education.
 - Applying for an LSTA Action Grant for the same Citizen Science initiative.
 - The LSTA Action Grant is a better fit, since it is specifically library-related.
 - All following Policies and Procedures need to be in place before the application can be made.
- Fundraising: Nothing further at this moment.
- Outreach
 - Allen Township Touch-a-Truck event at Howertown Park, August 22, 11:00 AM-2:00 PM: Confirmed
 - Bath Farmers' Market at Cliff Cowling Field, Sundays, August 9 & 23, September 6 & 20, 10:00 AM-1:00 PM
 - Northampton Street Fair: September 12, 11:00 AM-4:00 PM: Need to apply
 - Looking further into Northampton Community Days and the Northampton Farmers' Market
- Policy
 - Conflict of Interest Policy: For trustees and staff
 - Travel Policy: For any trustee or staff library-related travel, such as community outreach and home delivery
- Procedure
 - Bid, Procurement, and Purchasing Policy and Procedures: Relates to how to purchase items both large and small and when the trustees require involvement.
 - Cash Management Procedure: Relates to all cash handling by staff.

Director of Operations Report

- Staff
 - Hired a part-time employee who starts on June 15.
 - Volunteered for us last summer
 - Will work while attending grad school for her MLIS
- Financials
 - Annual Drive as of June 10
 - 252 donors
 - 49 new donors
 - \$15,042.28 in one-time donations
 - \$200.00 in monthly donations
- Building & Grounds
 - We were approached by Utility Management Services.
 - Joe, the CEO, is local and has seen what has been going on with our funding. He thinks his

- company may be able to help us out a bit by cutting energy costs.
 - Rachel will be getting Joe to present at the August meeting.
- Technology: Karen is currently installing and troubleshooting the new computers.
- Friends
 - 250th desk basket raffle drawing will be on June 29.
 - Hosting a Thomson's hoagie fundraiser
 - Selling through July
 - Pick up August 13
 - Next meeting will be on Tuesday, June 23 at 6:30 PM.
 - No July meeting
- Referendum Committee Report: No meeting was held in June.
- Old Business
 - Strategic Plan Document: one-page format is approved. Board would like to receive a cleaned-up version in August to present it to the full Board
 - Vision and Mission Statements: Tentative agreement on the following but would also like to receive a cleaned-up version in August to present to the full Board.
 - Mission: We encourage connection, inspire discovery, and advance growth through responsive programs and equal access to information and technology.
 - Vision: To be the heart of our region where we connect, discover, and grow in friendship and lifelong learning.
- Unfinished Business: Teen Takeover will now be referred to as Teen Time @ the Library.
- New Business
 - Vote to approve the Conflict of Interest Policy with the Political Activities section specifically changed to Partisan Political Activities made by Jane; seconded by Heather; all in favor; motion carries.
 - Trustees to return the Conflict of Interest Attestation Statement and Disclosure at the August meeting
 - Staff to return the Conflict of Interest Policy Attestation Statement and Disclosure at their review.
 - Vote to approve the Travel Policy made by Heather; seconded by Will; all in favor; motion carries.
 - Vote to approve the Bid, Procurement, and Purchasing Policy and Procedure with the addition of the support of Veteran-Owned Businesses made Mike; seconded by Will; all in favor; motion carries.
 - Vote to approve the Cash Management Procedure made by Jane; seconded by Will; all in favor; motion carries.

Motion to adjourn the meeting at 7:43 PM made by Will; seconded by Mike; all in favor; motion carries.

Following the meeting, an executive session was held regarding staff.