



Whitingham Free Public Library
PO Box 500
Jacksonville, VT 05342

Board of Trustees Meeting-Draft Minutes
December 1, 2012

The meeting was called to order at 5:08 p.m.

There were no public comments

Meeting Minutes: Adam made a motion to accept the minutes. MA seconded and all were in favor.

Director's Report: Edie Brigham discussed the cost of living increase for the librarians for the upcoming year. The board discussed how to get the Library employees up to date with cost of living increase in their hourly pay. MA made a motion that we stay with the 5.9% cost of living increase for 2022/2023 budget as previously voted on. Adam seconded and all were in favor.

New Business:

Town Report: Kristine presented the draft of her report from the library for year ending 2021. Kristen made a motion to accept Kristine's draft for publication in the town report, Adam seconded and all were in favor.

Accounts payable policy / procedure review

The Board discussed changes to be made to the accounts payable policy to streamline process of the current procedure.

Maryanne made a motion to add an additional step to the process, specifically the step would be added under the Accounts payable: Town Account section. The new Step 2 will read, At least one trustee will sign the warrant prior to the disbursement of funds. The steps that follow will remain as 3 and 4. Adam seconded and all in favor

Old Business:

2022-2023 Library Budget - reconsideration

Trustee Training (30 min) Hold til January/February

MA made a motion to adjourn at 6:08pm Maryanne seconded and all in favor.