

Weathersfield Proctor Library Trustees  
Meeting Minutes  
Wednesday May 17, 2017 at 7:00 PM  
5181 Rte. 5 Ascutney, VT  
Approved: July 20, 2017

Attendance: Trustees - Vice Chair-Cindy Osgood, Nancy Nutile-McMenemy, Mavis Shand;  
Library Director (LD) - Mark Richardson; Fundraising Committee - Cookie Shand;  
Board Liaison for Construction Project - Ernie Shand

I. Call Trustee Meeting to Order-7:04 PM

- a. Corrections and additions to the Agenda - none
- b. Approval of April 13, 2017 minutes: Nancy made motion to approve minutes as amended with warrant totals. Mavis seconded, and all voted in favor.
- c. Comments from the Public - none

II. Library Director's Report (see attached)-Mark reported April attendance. Slightly down from this time last year. Financial report is also attached.

III. New Business

a. All Season's Construction from Springfield, VT had the lowest bid at \$126,757 for the children's area addition (see attached bids). We do not currently have the funds to cover this bid. Discussion centered around the Putnam Fund of \$10,763.20 (a 1967 donation of \$800 by Katherine Chapman of Dover, VT). The interest from the original \$800 donation is to be used to purchase books. It is not available for construction. The original document can't be found according to Town Treasurer Steve Hier. However, the fund is referred to at a meeting of the Trustees of Public Funds held in 1988. A copy of a notation about this fund at that meeting was given to Library Director Mark Richardson to be put into WPL records. Discussion then turned to the \$26,628.20 in the Library Reserve Fund. Consensus was to not use the Reserve Fund for this

project. Ernie is to contact All Season's Construction to see if the bid submitted is good for 30 days from the bid opening of May 9, 2017. Discussion continued to see if it is possible to review

the current bid and cut back in some areas, particularly carpet and some electrical work. Fundraising Committee spokesperson, Cookie, discussed the amount of revenue to be possibly raised by the Fundraising Committee. Please see attached for numbers. She mentioned two

Mailings. A mailing for second homeowners was sent out recently and donations have started to come in. Cookie presented a fundraising letter (see attached) that will be mailed out to the town voters. She and Nancy suggested that we not spend more than \$1000.00 for expenses for this mailing. Two events are also coming up, the *Summer Evening* event and the Sept. 30<sup>th</sup> *Book, Bake and Yard Sale*. Nancy made a motion to approve this \$1000.00 expenditure, Mavis seconded. All voted in favor. Cookie also suggested that we wait until our next meeting to vote on accepting the bid, this after learning what additional funds might be received.

b. Heat Pumps:

Discussion followed as to which lease option would be in the best interest of the library.

Nancy made a motion to accept a 7-year lease term. Cindy seconded. All voted in favor. Cindy will contact GMP to discuss this decision.

c. Paypal account/donation button on new website:

Do we use a Paypal button on the website for donations? Further information will be needed as people giving those donations might want their funds to go to specific causes for the library, i.e. only books, new computer, etc. Mark will contact Paypal to see if it is possible to separate and keep track of donations. Further discussion is necessary.

d. Notice to payroll: 3 hours personal time added annually for LD -

Trustees are to review and start the first revision of the current Library Policy, this to be included in the agenda for the June 2017 meeting. Please review Google Docs and notes, as necessary, in preparation. Nancy made a motion for the acting chair to make include policy revision for the next agenda. Motion carried.

e. Library policy update: allowing 2, instead of 1 week vacation rollover -

Trustees are to review and start the first revision of the current Library Policy, this to be included in the agenda for the June 2017 meeting. Please review Google Docs and notes, as necessary, in preparation. Nancy made a motion for the acting chair to make include policy revision for the next agenda. Motion carried.

#### IV. Old Business

a. Fundraising Status:

Please see item a. under "New Business" and attachments.

b. Website Design in progress:

Reviewed Mel's current work, and it looks good. Our current library logo might need to be changed as it is not displaying well on the new website. Nancy will work on getting a full frame photo of the sign to see if this might help. Otherwise, we might need a new logo.

c. Snow removal:

Mark will contact T & S for snow removal of the walkways.

d. Update – Windsor Art Project:

Anne contacted the Bennington Museum and received the ok to showcase some of their artifacts. John Waite has a large Eddy print that could be displayed. The Historical Society has two 1812 Windsor Bibles they would loan to the library for this function. We would also display the works of local artists and children's art. The plan is to do this in the fall.

#### V. Sign Warrants

Payroll \$3,006.08 and Operating \$4,386.37

Adjourn: Nancy made a motion to adjourn at 8:48 PM. Cindy seconded, and all voted in favor.

For next meeting:

Annual Policy review

Update on new addition

Update on potential events - Greenbush School Art Event/Show, etc.

Staffing update- Review of Youth Librarian job description

Trustee Areas of Expertise Speaker Series - (Anne's idea)

Important Dates:

June 15, 2017 - WPL Board Trustee Meeting 7 PM

July 15, 2017 - *Summer Evening with Friends and Neighbors* at the Center Meeting House

Late September - mid- October 2017 - Greenbush Art Event

Submitted by Mavis Shand

WPL Board of Trustees May 17, 2017