

Weathersfield Proctor Library Trustees
Meeting Minutes
Thursday, January 19, 2017 at 7:00 PM
5181 Rte. 5 Ascutney, VT
Approved: February 16, 2017

Attendance Trustees: Chair-Rick Bates, Vice Chair-Cindy Osgood (absent), Secretary-Anne Parent, Nancy Nutile-McMenemy, Ernie Shand
Library Director (LD)-Mark Richardson; Fundraising Committee: Cookie Shand
Guest: Kelly Murphy

I. Call Trustee Meeting to Order-7:03 p.m

- a. Corrections and additions to the Agenda
Additions- Approval of 12.15.2016 minutes. Nancy made motion to approve, Ernie seconded. All voted in favor.
- New Business - CD rollover
- b. Comments from the Public-None
- c. Approval of minutes of November 17, 2016 - We missed this, complete at February meeting.

II. Library Director's Report (see attached)-Mark reported 2015-2016 holdings statistics. LD Mark working on set up as we are now an authorized Lincoln Center Local Screening site. LD Mark is serving on the SAPA Board of Directors and SAPA will be holding a training at the library in a few weeks. The Shakespeare group is enjoying Richard III and Bob & Judy Topolski have donated a Wii to the children's room. Upcoming events: Firearms history event, February 17th.

III. New Business

- a. Fundraising Committee report (see attached)-Cookie reported that a balance of \$69,410.39 Donor mailing has gone out and has been positively received. Kelly Murphy suggests doing two additional mailings targeted at two separate demographics and incorporating the concept of a match if we are able to secure a match anchor donor: 1. Second home owners in Weathersfield and 2. Residential tax base. LD Mark to talk with Town office to obtain lists and tentative timing for mailings will be end of February for Letter #1 and end of April for Letter #2. Kelly Murphy also reported on grant opportunities for furnishing the children's room and electronics. Kelly Murphy also presented the Board with an invoice which she wishes to gift in kind in recognition of Ernie and Cookie Shand's many contributions. Next meeting is scheduled for 03/01/2017 to continue planning Town Challenge which is scheduled for April 8, 2017. Planning for the Summer Evening with Friends event in July has started.
- b. Town Plan - Long Range Strategic Plan 2011-2016 (attached) LD Mark to edit existing plan and send to Board members. He will work to incorporate the paragraph Ernie drafted.

- c. Second Tenney Event? Alternative? - LD Mark relayed that patrons are asking for another Romaine Tenney-like event. Board to brainstorm Weathersfield area specific event possibilities.
- d. CD Maturation -\$50,000 Construction CD matures at the end of January. Nancy made a motion to roll over the CD for 3 months. Ernie seconded and all voted in favor.. Anne to send minutes to Steve Hier to process the roll over.

IV. Old Business

- a. New Addition -
 - i. Heating System :Nancy made a motion for Ernie to engage an energy audit professional to conduct an inspection of the library. Anne seconded and all in favor. Information gleaned from audit to inform further actions regarding the heating system.
 - ii. New construction: Anne made motion for Ernie to communicate with architects to provide final plans and pricing for project with option B for stairs. Nancy seconded. Discussion followed: final plans are needed to get permitting in place and have the potential to be helpful with communicating with donors and in pursuing grants. All voted in favor and motion passed.

V. Sign Warrants

Payroll \$3,407.19 Operating \$3,015.99

VI. Other Business -none

Adjourn Nancy made a motion to adjourn at 9:29 p.m., Anne seconded and all voted in favor.

For Next Meeting:

Annual Policy Review
Update on New Addition
Update on potential events
Town Plan update
Staffing Update- Review of Youth Librarian Job Description
Paperwork needed for Town Meeting Votes

Important Dates:

January 25, 2017- Friends of Proctor Library meeting
February 16, 2017 - WPL Board Meeting
February 17, 2017- Firearms History presentation
April 8, 2017 - Town Challenge

Submitted by Anne Parent
WPL Board of Trustee Secretary January 20, 2017