

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

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

I. Call Trustee Meeting to Order-7:10 p.m

- a. Corrections and additions to the Agenda
Additions- New Business: g.Cindy Osgood’s Term; a. i: Guest Kelly Murphy’s update on Fundraising; VI. a. Alarm b.Other Business Trustee Appreciation .
- b. Approval of January 19, 2017 minutes: Ernie made motion to approve minutes as written, Cindy seconded and all voted in favor.
- c. Comments from the Public - None.

II. Library Director’s Report (see attached)-Mark reported January attendance. The Friends of WPL paid for a four person pass to the Vermont Institute of Natural Science (VINS) and it is now at the library for patrons. Wayne McCutcheon will be presenting “A Collection of Historic Firearms” on Friday, February 17 at WPL. Judy & Bob Topolski and LD Mark have taken the SAPA video training and during Spring Break (April 17-19) SAPA will be conducting a “Youth Introduction to Video Production Classes” for kids ages 10 & up at WPL.

III. New Business

- a. Fundraising Committee report (see attachment)-Cookie reported that a balance of \$70,160.39. \$900 has been donated in response to the informational letter. Work continues on the two additional mailings targeted at two separate demographics: 1. Second home owners in Weathersfield and 2. Residential tax base. Printing/postage figures were given. 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. Cookie Shand also relayed that the Weathersfield Historical Society spoke positively about LD Mark and are very happy he is here!
 - i. Kelly Murphy’s Update (attachment): The Byrne Foundation has accepted our appeal to anchor a match for the construction project. Per the terms set out in the appeal letter, WPL has 275 days to match the \$15,000 anchor donation, with a start date of February 10 and end date of November 13, 2017. Kelly’s attachment maps out a strategy to meet our goal of the match. We are currently in the quiet phase with the public announcement planned for Town Meeting. During public announcement the percentage raised during the quiet phase will be announced. Chair Rick will tell Selectboard that the matching grant will

be announced at Town Meeting. Kelly also relayed that she will be providing her services for this fundraising effort in-kind in recognition of Ernie and Cookie Shand's many contributions. Invoices will be provided to the Board for reference and record-keeping. Board Trustees signed thank you letter to the Byrne Foundation at meeting and promised to keep them updated on the construction project. Kelly relayed information regarding the Agnes Lindsay Foundation and Mascoma Savings Bank grant opportunities for technology and furniture/fixtures. LD Mark to identify what he wants and to provide quote to Kelly/FR Committee

- b. FRC request to spend: Board are aware of printing/postage ideas and FRC should move forward.
- c. Town Plan: All set, item is complete. LD Mark will notify Board if anything additional is needed.
- d. Meeting with Selectboard February 21, 7 PM: Chair Rick and Ernie will be attended the Selectboard meeting to ask to be able to engage All Seasons for the construction project without putting the project out to bid as this is phase II of a phased project. Chair Rick and Ernie will also ask for the ability to use the reserve funds if we need it for our heating system and/or construction needs.
- e. Vermont Reads 2017: LD Mark is planning to participate in the Vermont Reads 2017 program sponsored by the Vermont Humanities. The program conditions are to work with 2 different organizations and LD Mark is proposing that he work with the Friends of the WPL and the Weathersfield Historical Society. The grant will provide 35 copies of Brown Girl Dreaming by Jacqueline Woodson and advertising. Dates will be from July 4- Labor Day.
- f. Tablets/mp3 players: LD Mark/Chair Rick suggested that the library have devices available to patrons so that they can have access to podcasts and the diverse content that is available via that format. \$600 is in the budget for computer needs. Ernie made motion for LD Mark to purchase 1 or 2 iPod/mp3s out of the computer line. Cindy seconded. Content would be loaded at WPL. Policy to be drafted by LD Mark. All voted in favor.
- g. Cindy's term: All set, Ernie checked in with Flo-Ann at the Town Office and Cindy's term does not end this year.

IV. Old Business

- a. New Addition - Green Mountain Power meeting with Ernie and LD Mark at WPL to determine if the building is able to use a heat exchanger, implications to the building?

V. Sign Warrants

Payroll \$2,421.76 Operating \$3,757.93

VI. Other Business -

- a. Alarm: Anne made motion to allow Ernie Shand to retain key to the library for the purpose of checking on the library when the alarm goes off. Cindy seconded and all voted in favor.
- b. Trustee Appreciation : Ernie Shand was recognized by his fellow Trustees for his 15 years of service (2002-2017) as a WPL Board Trustee. Thank you Ernie!!

Adjourn Anne made a motion to adjourn at 9:03 p.m., 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

Important Dates:

February 17, 2017- Firearms History presentation

March 8, 2017 - Friends of WPL Meeting 7 PM

March 17, 2017 - WPL Board Trustee Meeting 7 PM

April 8, 2017 - Town Challenge

April 17-19, 2017 - Youth Introduction to Video Production Classes @ WPL

May 1-May 31, 2017 - Library Event - BOT needs to choose date

Submitted by Anne Parent
WPL Board of Trustee Secretary February 19, 2017