

Weathersfield Proctor Library Trustees
Meeting Minutes
Thursday, March 16, 2017 at 7:00 PM
5181 Rte. 5 Ascutney, VT
Approved: April 13, 2017

Attendance Trustees: Chair-Rick Bates, Vice Chair-Cindy Osgood, Secretary-Anne Parent, 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-7:10 p.m - Brownies and Ice Cream provided by Ernie Shand

- a. Introduction of New Member : Mavis Shand was welcomed to her first meeting. Welcome Mavis!
- b. Installation of officers: All officers are running unopposed for their positions. Per the bylaws Secretary Anne cast one ballot for Anne Parent for Secretary, one ballot for Cindy Osgood for Vice Chair and one ballot for Rick Bates for Chair.
- c. Corrections and additions to the Agenda
Additions- New Business: Greenbush School Event Idea, Old Business: Fundraising Committee Report
- d. Approval of February 16, 2017 minutes: Anne made motion to approve minutes as written, Cindy seconded and all voted in favor.
- e. Comments from the Public - None.

II. **Library Director's Report** (see attached)-Mark reported February attendance. iPod has been purchased and LD Mark will be programming it and Trustees were asked to brainstorm scenarios in which patrons would take it out. Games night has been a success and LD Mark would like to start a Wii Gamers Club after the construction project is complete.

III. New Business

- a. Appointment of Board Liaison for Construction Project: Nancy made motion to appoint Ernie Shand Board Liaison for our Construction Project. Ernie relayed that he is willing to fulfill this role. All voted in favor and motion carried.
- b. Heating (see attached): Nancy made motion for Board to approve moving forward with Option Three: "Option #3 would be to leave furnace and ductwork and heat only new addition with heat pumps." Cindy seconded motion. Discussion followed and focused on steps to ensure that mold does not return (running dehumidifiers, etc), the fact that our existing furnace is in good shape and we should test out the heat pumps in the new addition. All voted in favor and the motion carried.
- c. Review of Energy Audit Document: Energy audit was conducted on 09/22/2010 and LD Mark had copy for Trustees to review. Audit was prior to attic insulation and a difference in energy costs have been realized.

- d. Report on Selectboard Meeting of 02/21/2017: Rick and Ernie attended the Selectboard meeting on 02/21/2017 for three purposes. 1. Selectboard approved moving forward with construction project. 2. Selectboard approved the use of reserve funds if needed. 3. Selectboard rejected request to have purchasing policy waived. Construction project will go out to bid.
- e. Bidding Process: Architect has been in touch with 3-4 contractors and Town Manager has requested we advertise in the Valley News. Nancy will need to recuse herself from selection as she has a conflict of interest with one of the bidders. LD Mark to get clarification from Town Manager on process to open bids (architect opens vs. opening in a warned meeting)
- f. ZBA Hearing 03/22 6:30@ WPL and 7:00 @ Martin Memorial Hall (see attachment): Zoning Board will do a walk through on 03/22 and Nancy, Rick and LD Mark will attend. Hal will look at the stakes.
- g. Terms of Trustees/Bylaws (see attachment): Rick created Trustee Term details and contact sheet for reference. Rick also distributed the current bylaws for review and edit for next Trustee meeting.
- h. Professional Web-site Design: It is time to upgrade our web-site. Nancy has a contact from her Upper Valley business group who did web work for the VT. The Trustees requested that Nancy invite her to our next meeting.
- i. New Symquest contract (copier): New copier is on the way as the old copier's lease was up. New machine will be of higher quality, copy costs should go down and there will now be a scanner!
- j. Greenbush School Event Idea: Anne provided update on the research she has started into the Greenbush School of Printing & Engraving. There is potential to have an event in the late summer/early involving history of the individuals connected to the Greenbush school, a student art show, & silent art auction. Anne is looking forward to working with the Weathersfield Historical Society & to work with LD Mark to publish a paper about the event.

IV. Old Business

- a. Fundraising Committee report (see attachment)-Cookie reported that a balance of \$71,022.89. \$4,712.50 has been taken in towards the Byrne Foundation matching grant. 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 04/05/2017. The Summer Evening with Friends event is planned for July 15th and will be at the Center Meeting House.
 - i. Fundraising Committee suggests that the Board designate an individual to take on management/recording of construction project expenses. Committee provided thoughts on how this may occur. Rick to contact Town Manager to request that town accountant provide him with detailed up to date detail of relevant accounts. Trustees to discuss additional ways to track expenses (excel sheet, etc.)

V. Sign Warrants

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

VI. Other Business -

Adjourn Nancy made a motion to adjourn at 9:43 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

April 8, 2017 - Town Challenge

April 13, 2017 - WPL Board Trustee Meeting 7 PM (Tentative)

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 March 20, 2017