

Weathersfield Proctor Library Trustees
Meeting Minutes
Thursday, April 13, 2017 at 7:00 PM
5181 Rte. 5 Ascutney, VT
Approved: May 17, 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
Guest: Melanie Marston

I. Call Trustee Meeting to Order-7:06 p.m

- a. Corrections and additions to the Agenda
Additions- Old Business: c. Youth Librarian, New Business: g. Motions for Warrants, h. Parking area, i. Computer purchases
- b. Approval of March 16, 2017 minutes: Nancy made motion to approve minutes as amended with warrant totals, Cindy seconded and all voted in favor.
- c. Comments from the Public - See New Business d. for Website Design presentation with Melanie Marston.

- II. **Library Director's Report** (see attached)-Mark reported March attendance. The Nature Museum at Grafton will be giving a presentation of turtles and snakes. A telescope has been donated to the library and will be put into circulation.

III. New Business

- a. Zoning Board Decision: Chair Rick and Ernie reported that variance was approved. After zoning board approval interested parties have 30 days to appeal.
- b. Heat Pumps: Nancy made motion for Ernie to inform architect to go with Green Mountain Power Heat Pump Leasing Program. Cindy seconded. Discussion included note to put maintenance costs connected with lease into operating budget. All voted in favor.
- c. Bidding Process (see attached): Construction project is at a point where a warning/ad for invitation to bid needs to be put out (asap.) Ernie has verbiage for a Valley News display ad. Board Trustees should hold meeting to open and review bids. Dates on Ernie's verbiage may change after he check's with architect about date in ad. Nancy made motion to authorize Ernie to move forward with advertising and bidding process. Cindy seconded and all voted in favor.
- d. Website Design: Melanie ("Mel") Marston of Marston Creative presented on web sites she has designed an re-designed. Mel asked trustees & LD Mark what our web-site design goals are. LD Mark responded that it is important for the patron to have 3 (or less) clicks to library databases and to keep it branded for WPL. Further ideas from the Trustee included ability to connect with our blog - rename Reading Chair? Reference Desk Option - "Ask a

Librarian” feature, ability to search our catalog, ability to have audio/video capabilities, maintain Friends of WLP web-page and paypal. Mel suggested having a paypal button better branded to be eye-catching (maybe like a book opening up.) The set up of the web-page would be one of two options: 1. Mel maintains for us. 2. Mel trains us to maintain for ourselves. LD Mark and Chair Rick offered to be trainees under Mel’s guidance for option #2. Mel provides a PDF manual and 1 year of assistance. Cost sheet & information was provided. Mavis made motion to contract with Marston Creative to develop website. Cindy seconded. Discussion as follows: Cost will be \$1,400 - \$1,600. Chair Rick to look at FY 2017 budget to see which account his money is to be taken from. Any excess money may be used to purchase the Friends of WPL a logo. All voted in favor with 1 trustee recusing herself (Nancy.)

- e. Snow Removal: LD Mark to contact Town Manager to make formal arrangement for snow removal (plowing & shoveling) for next year.
- f. Motions for Warrants: Chair Rick relayed that the Town of Weathersfield is requesting that we include a motion to approve all warrants at each Board Meeting. Once motion is made, seconded and voted on, it will be minuted and trustees will sign one cover sheet to approve all warrants. Nancy made a motion to approve warrants dated for the April 13, 2017 Weathersfield Proctor Library Board Meeting. Cindy seconded and all voted in favor.
- g. Parking Area: The new construction project will be encroaching on the back parking area by 12 spaces. It may be time to use other area for parking and to consider resurfacing, making lines. etc. A start would be to ask the town to complete the work. To revisit at a future meeting. Board should also ensure that there is one handicapped sign for every 26 spaces. Overflow parking should also be indicated by a directional sign.
- h. Computer Purchases: LD Mark relayed that he would like to replace the desktop workstation with laptops due to space issues. Nancy suggested contacting Wincyle in Windsor to price out their laptops. Cindy made motion to approve LD Mark to research and purchase laptops with total expense to exceed \$600. Mavis seconded and all voted in favor.

IV. Old Business

- a. Fundraising Committee report (see attachment)-Cookie reported that a balance of \$71,960.21. \$9,549.50 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. The letters have been edited and are ready to send. Next meeting is scheduled for May. The Summer Evening with Friends event is planned for July 15th and will be at the Center Meeting House.
 - i. LD Mark and Chair Rick relayed that the Town Accountant is willing to run donation & expense reports weekly if needed for the Fundraising Committee. LD Mark to create spreadsheet to reconcile expenses to the town reports.

- b. Update - Windsor Art Project: To be renamed Greenbush Art Event. Anne reported out on progress since last meeting and suggested the event be scheduled in the late September- early October timeframe. Potential idea of hosting an exhibit of Greenbush artists work with an opening event with speakers, printing demonstrations, art show and a silent auction. Anne will continue to report out at each meeting.
- c. Youth Librarian: LD Mark relayed that he will revisit the position needs once the construction project is underway and look to hire an individual after the project is complete.

V. Sign Warrants

Payroll \$2,452.77 Operating \$7,777.63

VI. Other Business -

Adjourn Nancy made a motion to adjourn at 9:12 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

Trustee Areas of Expertise Speaker Series - (Anne idea)

Important Dates:

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

May 18, 2017 - WPL Board Trustee Meeting 7 PM

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

Late September - Mid- October, 2017 - Greenbush Art Event

Submitted by Anne Parent
WPL Board of Trustee Secretary April 17, 2017