

Weathersfield Proctor Library Trustees
Meeting Minutes
Thursday, June 15, 2017 at 7:00 PM
5181 Rte. 5 Ascutney, VT
Approved: July 20, 2017

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

I. Call Trustee Meeting to Order-7:11 p.m

- a. Corrections and additions to the Agenda
Additions- Old Business: c. Heat Pumps, New Business: f. Book Swap/Little Free Library
- b. Approval of April 13, 2017 minutes: Mavis made motion to approve minutes as presented and Anne seconded. Motion tabled until next meeting due to 2 attendees at meeting did not attend the 4-13-17 meeting.
- c. Comments from the Public - See Old Business a. Fundraiser Status

II. Library Director's Report (see attached)-Mark reported May attendance, progress with the new website, and additional activities at the library. LD Mark will be advertising for a Youth Librarian to start by mid-July.

III. New Business

- a. Library Policy: Cindy will resend the redrafted Library Policy in a word document. Trustees to review at a future meeting with the goal of adopting the revised policy as a new document.
- b. Budget Surplus Planning: LD Mark reported that he is projecting a budget surplus for fiscal year ending June 30, 2017. Ideas for utilizing the surplus include additional computer(s) and high-quality display case.
- c. VT Reads Summer Programming: LD Mark has signed the library up to be part of the 2017 Read & Win Program. Children read 3 books and with LD Mark's and a parent sign-off can have free admission to the Champlain Valley Fair in Essex Junction on Monday, August 28.
- d. State Contract re Furniture: LD Mark met with Kristie Adams of Exerus regarding furniture purchasing. They will be a good resource.
- e. Awarding of Construction Bid: Anne made motion to provide Chair Rick Bates the authority to accept the construction bid from All Seasons (lowest bid) with the amount not to exceed their original bid at a future meeting. Cindy seconded the motion and all voted in favor. Chair Rick and LD Mark to contact All Seasons to schedule a meeting to determine implications to original bid with respect to the heating system (with the heat pumps~the heating costs should come out of the bid). Meeting to be held as soon as it can be scheduled and warned to ensure we are within the 30 day period for the bid.

- f. Book Swap/Little Free Library: LD Mark/Cookie shared that the Book Swap area at the Transfer Station is now gone. Trustees to think about Little Free Libraries in the town. Potential locations are in front of the 1879 house, etc. Chair Rick suggested having a Little Free Library contest as part of the Town Challenge and after that having the Little Free Libraries distributed through town. Discussion to continue.

IV. Old Business

- a. Fundraising Committee report (see attachment)-Cookie reported that the Mascoma Bank awarded \$1,370 for furniture. Planning continues for the June 15, 2017 Summer Evening with Friends and September 30, 2017 yard sale. Cookie provided a financial update including approved expenses, revenue received and projected revenue. Trustees brainstormed ideas to support the construction project including silent auction items, using web-based fundraising platforms, and increasing the PR/Marketing presence for the project. Anne to attend the July Fundraising Committee meeting to continue brainstorming and to offer support from the Board. Anne will also work with Nancy to determine PR/Marketing priorities for the project to reach a larger potential donor base and to provide follow up opportunities with current donors.
- b. Update - The Greenbush Artists: At the Crossroads of Innovation Event. Anne reported out on progress since last update. Anne and LD Mark will be collaborating on a publication about the Greenbush Artists and the to be scheduled fall 2017 event. The content of this paper will be presented at the Summer Evening with Friends to generate interest for the event. Communication continues with Bennington Museum and Weathersfield Historical Society to determine what items will be able to be loaned/displayed at the library in an exhibit as part of the event. Mavis suggested using some of our budget surplus to purchase a high-quality display case for this and future events. LD Mark will research and determine which case will suit the needs & space.
- c. Heat Pumps- Mavis made motion for Cindy to request, review, and approve contract from Green Mountain Power for Heat Pumps with a 15-Year Term. Anne seconded the motion. Discussion: Cindy clarified that with a 10 or 15 year lease it is possible to move to a 7 year lease. Cindy will review the contract and if all looks good she will forward to the Trustees for review. She then will sign. All voted in favor.

V. Sign Warrants

Payroll \$2,542.81 Operating \$2,444.13
Cindy made a motion to approve warrants dated for the June 15, 2017 Weathersfield Proctor Library Board Meeting. Mavis seconded and all voted in favor.

VI. Other Business -

Adjourn Mavis made a motion to adjourn at 9:15 p.m., Anne seconded and all voted in favor.

For Next Meeting:

Library Policy Review

Update on New Addition

Update The Greenbush Arts: At the Crossroads of Innovation event

Staffing Update- Hire Youth Librarian

Trustee Areas of Expertise Speaker Series - (Anne idea)

Important Dates:

Summer 2017 - VT Reads Events

Late June 2017 - Warned Meeting (date TBD) focusing on Construction Project

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

September 30, 2017 - Book, Bake & Yard Sale

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

Submitted by Anne Parent

WPL Board of Trustee Secretary June 15, 2017