

## Weathersfield Proctor Library Trustees

### Meeting Minutes

Thursday, July 20, 2017 at 7:00 PM

5181 Rte. 5 Ascutney, VT

Approved \_\_\_\_\_

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 (absent)

Board Liaison for Construction Project: Ernie Shand (absent)

Guests: Dave Dancosse from All Seasons Construction, Kelly Murphy (briefly)

#### **I. Call Trustee Meeting to Order-7:01 p.m**

a. Corrections and additions to the Agenda

Corrections: Change to: V. Old Business b. Reconfirm approval of the Fundraising Committee request for a \$22,687 grant through the Vermont Human Services and Educational Facilities Grant Program.

b. Approval of May 17, 2017 minutes: Nancy made motion to approve minutes as presented and Cindy seconded. All eligible voted in favor (Anne and Rick not able to vote due to absence from meeting.)  
Approval of June 15, 2017 minutes: Cindy made motion to approve as presented and Mavis seconded. All eligible voted in favor (Nancy not able to vote due to absence from meeting.)

c. Comments from the Public - See III. New Business d. Awarding of Construction Bid

II. **\*Sign Warrants:** Nancy made motion to approve WPL expenditures dated 07-15-2017. Cindy seconded and discussion followed. Board to make clear that our expectation is for future paperwork to be in order and accurate. 1 week of payroll information was missing and payroll warranted amount seems low. All voted in favor with the caveat that the above expectation is followed.

III. **Library Director's Report** (see attached)-Mark reported Fiscal Year 2016-2017 attendance and we are trending to an annual attendance of 5,000 and that is a good goal for a library of our size. LD Mark has hired Glenna Coleman for the position of Youth Librarian. Glenna has 27 years of teaching experience and a Masters Degree. Her first day was Wednesday, July 13th and she will be scheduled for 10 hours per week. LD Mark reported that there was a great response to the add place in the Valley News. LD Mark attended the Windsor County Library Directors meeting today and met the new State Librarian. Exciting things are happening at the state level with the potential to help libraries. LD Mark invited Trustees to sign up for the Vermont State Library Association's Trustee ListServ. It has undergone a revamping and should be a great resource. The interlibrary loan system in

the state will be undergoing some restructuring which has potential to streamline the process for both patrons and libraries.

#### **IV. New Business**

- a. Approval of WPL Expenditure: Board signed warrants and motion carried\* (See Note II. Sign Warrants)
- b. Introduction of Youth Librarian: LD Mark introduced Glenna Coleman, who's first day as Youth Librarian was yesterday (Wednesday, July 13.)
- c. Awarding of Construction Bid: Nancy made motion to accept bid from All Seasons for \$126,757. Mavis seconded and discussion followed. Mavis handed out Fundraising Committee report and reported that a grant application is in process and will be submitted to the Vermont Human Services and Educational Facilities Grant Program. Kelly Murphy relayed that the grant request of \$22, 687 is the amount to make up the gap between fundraising amounts and the construction bid amount. LD Mark relayed that in researching the constraints on library reserve monies he found the wording to include "and for expansion." Permitting process has cleared. The following question was asked of Dave Dancosse of All Seasons Construction: Does the entire bid amount need to be raised prior to construction starting? Dave relayed that he would like for all the money to be in. Mavis relayed that the timing of the Vermont Human Services and Educational Facilities Grant is anticipated to be early-mid September 2017. Chair Rick called the vote to accept the motion. All voted in favor and the motion carried.

#### **V. Old Business**

- a. Fundraising Committee report (see attachment)-Mavis reported in Cookie's absence. The Fundraising Committee reports that we have surpassed the amount required for the Byrne Foundation matching grant. The Fundraising Committee has requested support in tracking revenue sources and tracking of expenses. LD Mark and Kelly Murphy have supported the process by creating a spreadsheet to focus on this purpose. The spreadsheet has the ability to provide checks and balance to the figures provided and recorded by the Town Office. The spreadsheet tracks revenue in different categories: grants, events, unrestricted donations, restricted donations. The Summer Evening with Friends was a success! Over \$1,975 was brought in by the event and attendees enjoyed great music, a performance by the Proctor Players and a presentation about the Greenbush Artists by LD Mark Richardson. Next event is the September 30th Book, Bake, and Yard Sale.
- b. Reconfirm approval of the Fundraising Committee request for a \$22, 687 grant through the Vermont Human Services and Educational Facilities Grant Program. Nancy made a motion to approve the Fundraising Committee's request for a \$22,687 grant application and

submittal through the Vermont Human Services and Educational Facilities Grant Program. Cindy seconded and all voted in favor.

- c. GMP Heat Pump: Nancy made a motion to table GMP heat pump approval and discussion until after the expansion construction is complete. All voted in favor.
- d. Update - The Greenbush Artists: At the Crossroads of Innovation Event. Anne and LD Mark reported out on progress since last update. LD Mark presented a short paper drafted by Anne at the Summer Evening with Friends. Response was positive and planning continues for a future event. Anne and LD Mark met with Patti Arrison of the Weathersfield Historical Society on Sunday, July 16 to brainstorm ideas of how to collaborate.
- e. Budget Surplus Management- Library came in under budget and Board of Trustees is aware of budget process and wind down at the end of the year.
- f. Library Policy- Cindy relayed progress on redrafting & reformatting Library Policy. Cindy will implement formatting and edits brainstormed in meeting. Revised draft will be sent to the Vermont Library Association for review and feedback prior to adoption at a future WPL Board meeting.

## **VI. Other Business -**

**Adjourn** Nancy made a motion to adjourn at 9:10 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

Trustee Areas of Expertise Speaker Series - (Anne idea)

### **Important Dates:**

Summer 2017 - VT Reads Events

September 30, 2017 - Book, Bake & Yard Sale

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

Submitted by Anne Parent  
WPL Board of Trustee Secretary July 24, 2017