

Weathersfield Proctor Library Trustees
Meeting Minutes
Thursday, August 17, 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 (absent), Mavis Shand (absent)
Library Director (LD)-Mark Richardson; Fundraising Committee: Cookie Shand
Board Liaison for Construction Project: Ernie Shand

I. Call Trustee Meeting to Order-7:05 p.m

- a. Corrections and additions to the Agenda - None
- b. Approval of July 20, 2017 minutes: Anne made motion to approve minutes as presented and Cindy seconded. All voted in favor and Chair Rick cast vote in favor to achieve quorum.
- c. Comments from the Public - See III. Fundraiser Update.

II. Approve and Sign Warrants: Cindy made motion to approve WPL expenditures dated 08-17-2017. Anne seconded. All voted in favor and Chair Rick cast vote in favor to achieve quorum.

- a. Warrant amounts: Payroll: \$2,847.92, Operating: \$543.43

III. Fundraiser Update: Fundraising Committee report (see attachment)-Please note that updated financial information was not provided by the Town Accountant (Colin Butler) prior to the Board Meeting. The Fundraising Committee reports that we have surpassed the amount required for the Byrne Foundation matching grant by \$1,863.72. Trustees confirmed that the start & end dates for the Byrne Foundation match are February 10, 2017 & November 12, 2017, respectively. The Summer Evening with Friends brought in a total of \$2,213. Next event is the September 30th Book, Bake, and Yard Sale and the Trustees will discuss a follow up letter with the Byrne Foundation at the next board meeting. By the next Trustee Meeting we may have notification on the Vermont Human Services and Educational Facilities Grant.

IV. Library Director's Report: (see attached) LD Mark reported that the library is on track to have an attendance of 6,000 visits annually. Youth Librarian Glenna has met with the staff at the Little Peanuts Daycare and also the Weathersfield School Librarian. Additional goal is to increase patronage by teenagers. Library of American order form has been received to order books paid for out of the Katherine Chapman Fund. Anne made a motion to approve the expenditure out of the Katherine Chapman Fund for Library of America gift in memory volumes in the amount of \$1,000. Cindy seconded and all voted in favor. Chair Rick cast vote in favor to achieve quorum. Trustees double-checked contact information and discussion followed regarding the inaccurate information on the Weathersfield Proctor Library page on the Town of Weathersfield web-site. Trustees and LD

Mark do not have access to this page. LD Mark to talk to town staff to figure out how to get the information corrected.

V. New Business

- a. \$1,600 wireless credit to be applied to either construction budget or furnishings in the new children's room (see attached): LD Mark reported that there is a \$1,600 credit on the 08/01/2017 First Light invoice. This amount was budgeted as the status federal grant program that provides for this service was unknown at the time of budget setting. The grant was awarded and options are to request the money to be credited to our account or to have a check cut. Cindy made a motion to instruct LD Mark to request \$1,600 check from First Light. Anne seconded and discussion followed. It would be ideal to move the \$1,600 to a flexible account. Potential account for deposit may be the revenue account 13-6-101-05-00 Library Miscellaneous. All voted in favor and Chair Rick cast vote in favor to achieve quorum.
- b. Salary Increase for LD: Upon review of the Library Budget as provided by the Town Accountant (CB) and also the payroll figures for July and August 2017, the Library Director has not received the increase approved by the Board Trustees in the FY 2018 budget. Cindy made motion to for Chair Rick to instruct Town Accountant (CB) to raise LD Mark's hourly rate to \$21.14 retroactive to July 1, 2017 as we voted in our November 8, 2016 board meeting and sent to Town Accountant (CB) on November 9, 2016. Anne seconded and discussion followed. Anne to follow up Chair Rick's message with documentation of e-mails with Town Accountant (CB) on November 9, 2016, Approved Library Minutes from November 8, 2016 and FY 2018 Budget Worksheet as submitted to Town Accountant (CB) on November 9, 2016. LD Mark to follow up with Town Accountant (CB) regarding Assistant Library Director's payroll figures. All voted in favor and Chair Rick cast vote in favor to achieve quorum.

VI. Old Business

- a. Fundraiser status: See III. Fundraiser Update
- b. GMP Heat Pump: Cindy made a motion to keep GMP heat pump approval and discussion tabled until after the expansion construction is complete. Anne seconded and all voted in favor. Chair Rick cast vote in favor to achieve quorum.
- c. Update - The Greenbush Artists: At the Crossroads of Innovation Event. Anne and LD Mark did not have further information to share at this meeting. LD Mark proposed envisioning a spring Grand Opening Event for the new addition. For Grand Opening LD Mark and Trustees to brainstorm recognition plates, photos and paintings.
- d. Library Policy- Cindy relayed progress on redrafting & reformatting of Library Policy. Trustees reviewed and suggested minor edits. Cindy will make final edits to the draft and send to the Vermont Library Association for review & suggestions.

VII. Other Business - None

Adjourn Cindy made a motion to adjourn at 8:47 p.m., Anne seconded and all voted in favor and Chair Rick cast vote in favor to achieve quorum.

For Next Meeting:

Library Policy Review

Update on New Addition

Update The Greenbush Arts: At the Crossroads of Innovation event

Important Dates:

Summer 2017 - VT Reads Events

September 6, 2017 - Friends of WPL Meeting, 7 PM

September 21, 2017 - WPL Board Meeting

September 30, 2017 - Book, Bake & Yard Sale

Spring, 2018 - Greenbush Art Event

Submitted by Anne Parent
WPL Board of Trustee Secretary August 20, 2017