

**Weathersfield Proctor Library Trustees**  
**Meeting Minutes**  
**Thursday, September 21, 2017 at 7:00 PM**  
**5181 Rte. 5 Ascutney, VT**  
**Approved: October 19, 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  
Guests: Dave Dancosse from All Seasons Construction

- I. **Call Trustee Meeting to Order-7:02 p.m**
  - a. Corrections and additions to the Agenda - None
  - b. Approval of August 17, 2017 minutes: Cindy made motion to approve minutes as presented and Anne seconded. Cindy and Anne voted in favor and Chair Rick cast vote in favor to achieve quorum. Nancy and Mavis were eligible to vote due to absence from the August 17, 2017 meeting.
  - c. Comments from the Public - See II. Fundraiser Update and III. Finalize Decisions re Expansion Project
- II. **Fundraiser Update:** Fundraising Committee report (see attachment)-The Fundraising Committee reports that our application for \$22,687.11 submitted to the Vermont Human Services and Educational Facilities Grant program has been awarded! This puts the total money available for the construction project to \$129,579.91. Next event is the September 30th Book, Bake, and Yard Sale, set up starts at 7:00 am. Nancy made motion for Trustees to immediately contact Byrne Foundation after the Saturday, September 30th Book, Bake and Yard Sale to discuss an increase to our match. Mavis seconded and all voted in favor. Nancy made motion to purchase thank you cards for Annmarie Christiansen and Kelly Murphy for their support in notifying Trustees of this grant opportunity and assistance in completing the grant application, respectively. Mavis seconded and all voted in favor.
- III. **Finalize Decisions re Expansion Project:** Trustees reported to Dave Dancosse that the Vermont Human Services and Educational Facilities Grant had been awarded. Dave then reported on anticipated increases to fees for the construction project: \$1,600 increase for All Seasons' materials, \$1,300 increase for doors, (Pending) for flooring, and (Pending) for roof. Architect fees will be \$2,500. Contract is pending final numbers from all sub-contractors. All Seasons would like to see the comments from the plan review before project starts. Dave reports that desired timeline will be to have concrete poured prior to first frost and to work through winter. Ernie requested that extra fill from project be deposited into tree holes by the road.
- IV. **Approve and Sign Warrants:** Warrants were not available to sign at Trustee Meeting.

**V. Library Director's Report:** (see attached) LD Mark reported August attendance. LD Mark attended meeting in Hartland focused on the Onecard program. This partial consortium of Vermont Libraries is a benefit to patrons who frequently travel the Interstate 91 and is no cost to the library. A patron uses his/her normal library card and when the library staff pull up the information, Onecard designation is indicated. Nancy made motion for Chair Rick Bates to sign Onecard Participation Agreement for January 2018-January 2020. Cindy seconded and all voted in favor. LD Mark read from Youth Librarian Glenna's report: Wednesday and Saturday story time & crafts have been going well. BJ Etsy has graciously offered to post library information at the school and Glenna will have a presence at the Weathersfield School Open House. She continues her work with town day care centers. Glenna attended a conference in the last month where she met the Vermont Youth Services Librarian and a contact from the Center for Cartoon Studies in White River Junction. Glenna was also excited to learn more about grant opportunities. LD Mark flagged that Trustees will need to be working on the FY 2019 budget in the next two meetings. He will have his preliminary numbers penciled in for the October meeting. Trustees then brainstormed potential trustees to fill the seat that must be vacated by Nancy's departure in March 2018. LD Mark hopes for library presence at the Town Trunk or Treat on Saturday, October 28, 2017. A Thank You to Bob Holtorf for repairing the sign after the car smashed it.

**VI. New Business:**

- a. What to do with the CD — 90 days? Cash it? Other?

Nancy made motion to cash in CD that has matured in full amount available. Full amount cashed in is to be deposited into Fundraising Account. Cindy seconded and all voted in favor.

**VII. Old Business**

- a. LD salary increase? Chair Rick and LD Mark report that LD Salary Increase issue has been corrected.
- b. 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.
- c. Library Policy- Cindy made final edits to the policy dated September 21, 2017 and distributed to Trustees. Nancy made motion to approve and sign updated Library Policy dated September 21, 2017 with caveat that if the Vermont State Librarian has major suggestions for change it must come back to the Trustees for discussion. Mavis seconded and all voted in favor. Nancy commented that Cindy did a great job heading this up. Thank you Cindy! Final Copy should be scanned for records and posted on web-site.

**VIII. Other Business**

**IX. Adjourn** Nancy made a motion to adjourn at 8:34 p.m., Cindy seconded and all voted in favor.

**For Next Meeting:**

Update on New Addition

Update on Town of Weathersfield Library Web page

Budgeting for FY 2019

Update The Greenbush Arts: At the Crossroads of Innovation event

**Important Dates:**

September 30, 2017 - Book, Bake & Yard Sale

Spring, 2018 - Greenbush Art Event

October 19, 2017 - Trustee Meeting

October 28, 2017 - Town Trunk or Treat

Submitted by Anne Parent  
WPL Board of Trustee Secretary September 25, 2017