

Weathersfield Proctor Library Trustees
Meeting Minutes
Thursday, October 19, 2017 at 7:00 PM
5181 Rte. 5 Ascutney, VT
Approved: December 21, 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-7:03 p.m

- a. Corrections and additions to the Agenda - None
- b. Approval of September 21, 2017 minutes: Cindy made motion to approve minutes as presented and Mavis seconded.
- c. Comments from the Public - See II. Fundraiser Update

II. Fundraising Committee Report: Fundraising Committee report (see attachments)-The Fundraising Committee reports that we have been invited to the State House to attend the Building Communities Grants Awards Ceremony on Friday, November 3 at 10:00 am with the Honorable Governor Phil Scott. LD Mark, Chair Rick to attend and LD Mark will contact Nancy to see if she can attend and take photos. Chair Rick to send letter to Byrne Foundation with the money raised for the expansion. The leftover books from the Book, Bake & Yard Sale have been out daily for the last couple of weeks and folks have been leaving donations! We will continue through the weekend. Discussion centered around establishing a standing Fundraising Committee. Trustees and LD Mark to bring back as a future item. Contracts for the expansion project are scheduled to be signed on Friday, October 20.

III. Library Director's Report: (see attachments) LD Mark reported September attendance and the goal of 500+ has been reached! Youth Librarian Glenna's report is also attached. The September 28 Open House at Weathersfield School was successful and new patrons were issued cards and information about the library. Glenna attended the Red Clover Conference in Fairlee and continues to work with area day care centers. LD Mark circulated thank you note from Patti Arrison for the loan of Shakespeare volumes for use in an outreach program at the Southern State Correctional Facility. LD Mark also circulated a thank you note from the Library of America for the purchase of the 40 volumes (out of the Chapman Fund.)

IV. New Business:

- a. **Motion to Approve and Sign Warrants:** Anne made motion to approve WPL expenditures dated 10-21-2017. Mavis seconded. Warrant amounts: Payroll: \$2,245.14, Operating: \$1,757.03
- b. Groundbreaking Guest List: Town will provide shovels painted gold! Chair Rick and Selectboard Chairperson Kelly Murphy will head up the

shovelling. Public to be invited and LD Mark will extend invitations to The Byrne Foundation, Vermont Human Services and Educational Facilities Grant program, Annmarie Christensen and the Vermont State Library Association. LD Mark will connect with Nancy to work on a press release/marketing for the event.

- c. Additional \$2,000 Library of America purchase: Mavis made a motion to approve a \$2,000 expenditure out of the Katherine Chapman Fund for Library of America gift in memory volumes. Cindy seconded and discussion followed. LD Mark relayed that the Library of America volumes represent American literature in embassies around the world and it is a collection to build. The first order will be arriving soon and will consist of 40 volumes. This additional \$2,000 will consist of 80 volumes. Suggestion was made to put a photo/description of purchase on the website to promote what the Katherine Chapman Fund made possible. LD Mark circulated the volume list and Trustees had the opportunity to page through a volume already in the collection. Further discussion followed on how to build a collection of English authors, will bring back as a new agenda item, perhaps as an “adopt an author” initiative. Vote for motion on table was called and all voted in favor.
- d. Saxtons River Bell Ringers: WPL will be bringing the Saxtons River Bell Ringers to the Ascutney Union Church (pending venue approval) on December 14, 2017 at 7 pm. The \$300 fee will come out of the library programming budget.
- e. Meeting with Gov. Scott: See item II. Fundraising Committee Report
- f. Update from Nancy re: recruiting: Table for next meeting due to Nancy’s absence.

V. Old Business

- a. Library Policy- Vermont State Librarian had great feedback regarding the library policy and suggested the addition of a Bulletin Board Policy and a Displays/Exhibits Policy. LD Mark will pull up templates/examples from the ALA web-site to forward to Cindy. Cindy will add to policy for review and approval at the November 16, 2017 trustee meeting.

VI. Other Business

- a. Budget Process

VII. Adjourn Anne made a motion to adjourn at 8:48 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:

October 28, 2017 - Town Trunk or Treat

November 3, 2017 - Building Communities Grants Awards Ceremony
November 16, 2017 - Trustee Meeting
December 14, 2017 - Saxton's River Bell Ringers
Late Autumn 2017 - Expansion Groundbreaking
Spring 2018 - Greenbush Art Event

Submitted by Anne Parent
WPL Board of Trustee Secretary October 23, 2017