

**Weathersfield Proctor Library Trustees
Meeting Minutes**

Thursday, November 16, 2017 at 7:00 PM
5181 Rte. 5 Ascutney, VT

Approved: December 21, 2017

Attending: Rick Bates, Chair; Cindy Osgood, Vice Chair; Anne Parent, Secretary-absent; Mavis Shand-absent; Nancy Nutile-McMenemy. **Corrected: Library**

Director: Mark Richardson 11/22/2017 nmm

Public: Cookie and Ernie Shand

I. Call Trustee Meeting to Order

- a. Corrections and additions to the Agenda
Nancy added Giving Tuesday to New Business "c"
- b. Approve minutes from prior meeting(s)- Cindy made a motion to approve the minutes from the October meeting, Nancy seconded, the motion was tabled until the next meeting, lacking a quorum vote.
- c. Comments from the Public-none

II. Fundraising Committee Report (see attached)

Cookie reported that committee has a balance of \$69,260.39.

The committee recommends sending out a letter in January for more fundraising. She also presented to the trustees a list of fundraising committee duties (see attached.)

She wanted to know where the Byrne Foundation grant funds went for accounting purposes and also where the cashed-in \$14K CD funds were deposited. Mark will check with the town manager (the town is without an account at this time.)

She reported that an exhibit of Newall Green's prints is in the works for sometime in the Spring.

III. Library Director's Report

Mark handed out an attendance list (see attached)

Correction-11/22/2107 He reported that he has been asked by the town manager to help in creating a job description for the town accountant. He reported that the town manager shared the town account job description with him and he thought it looked very professional and that the trustees might want to adopt a similar job description format.

Annual reports are due Dec. 7. Mark thinks combining the library and trustee reports may be the way to go.

IV. New Business

- a. Motion to approve Warrant-Cindy made a motion to sign the warrants, Nancy seconded, Chair cast a vote to create a quorum and all voted in favor.
- b. Budget Review-Mark presented to the trustees a YTD budget and gave a few suggestions on line items for FY2018 (see attached.) He will present his suggested/updated budget at the December meeting. Mark also wants to discuss the Library Director's Salary and benefits.

- c. Giving Tuesday-Nancy suggested advertising #GivingTuesday an online alternative to spending money on Black Friday and Cyber Monday. On Tuesday Nov. 28 people can "DONATE" to the library through the Friend's Donate button on the website then spread the word through social media. Mark with add it to the blog and social media sites.

V. Old Business

- a. Library Policy-Cindy said the "Policy Statement" is ready for signing and she will present a clean copy at the December meeting. The State Librarian and the Town Manger (both impressed with the document) would like copies.
- b. Update from Nancy re recruiting-Nancy asked Marilee but she cannot run for the seat at this time. Alicia J. was mentioned and Nancy will email her. Rick suggested John A. Mark mentioned Rika H.
- c. video cameras-more discussion needed but privacy versus security were talked about.

VI. Other Business Construction update-Nancy and Mark have been taking photos of the children's room expansion progress. Nancy is posting images to this gallery:

<https://photosbynanci.smugmug.com/VermontPlaces/WeathersfieldProctorLibrary/2017-Galleries/Childrens-Room-Expansion>

- VII. Adjourn Nancy made a motion to adjourn at 9:11 p.m., Cindy seconded and all voted in favor.

Respectfully submitted by Nancy Nutile-McMenemy Nov. 21, 2017