

**Weathersfield Proctor Library Trustees
Meeting Minutes
Thursday, December 21, 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
Board Liaison for Construction Project: Ernie Shand

I. Call Trustee Meeting to Order-7:20 p.m

- a. Corrections and additions to the Agenda - Other Business a. Addition of Library Policy Finalization
- b. Approval of Minutes:
 - i. Approval of October 19, 2017 minutes: Nancy made motion to take motion to approve minutes off the table, Mavis seconded and all voted in favor. Cindy voted to approve the minutes of October 19, 2017, Nancy seconded and all voted in favor.
 - ii. Approval of November 16, 2017 minutes: Cindy made a motion to approve the minutes as corrected. Nancy seconded and Nancy and Cindy voted in favor (as the Trustees who attended meeting.) Chair Rick cast vote in favor to achieve quorum and motion carried.
 - iii. Approval of December 11, 2017 minutes: Nancy made motion to approve minutes and Cindy seconded. All voted in favor.
- c. Comments from the Public - See II. Fundraiser Update

II. Fundraising Committee Report: Fundraising Committee report (see attachments)-The Fundraising Committee reports that \$130, 156.78 is presently available. Cookie and LD Mark will meet with the new Town Accountant to develop more streamlined reporting. The Town Challenge will be likely be scheduled for mid-March. Cookie reports that the Summer Evening with Friends event has potential to develop into a Town Festival. More details to follow.

III. Library Director's Report: LD Mark reported that his focus has been on completing the FY 2017 Public Survey due January 8, 2018. LD Mark and the Town Manager met with CCI, a computer service company, to receive information on the library coming onto the town's plan for computer contract and service. LD Mark is suggesting that \$1,500 is budgeted (\$300 over current budget.)

IV. New Business:

- a. **Motion to Approve and Sign Warrants:** Anne made motion to approve WPL expenditures dated 10-21-2017. Cindy seconded and all

voted in favor. Warrant amounts: Payroll: \$3,845.46, Operating: \$1,430.74, Reserves: \$18,948.60

V. Old Business

- a. Budget and Staffing: A clean copy of the budget was not provided by Town Manager. Chair Rick to follow up with Town Manager. WPL Trustees have expectation of having clean budget copy available for review prior to a special meeting scheduled for January 3, 2018 at 9:00 am. This meeting is necessary due to the budget copy not being available for this meeting and the need for further discussion.

VI. Other Business

- a. Library Policy- Upon review Trustees provided revision as follows to II. B. *Any part-time/full-time Town of Weathersfield resident or employee or at the Library Director's discretion. Also included are Trustee approved arrangements with other area libraries.* Nancy made motion to approve and sign policy statement as corrected on December 21, 2017 and Anne seconded. All voted in favor and Trustees signed signature page. THANK YOU CINDY!

VII. Adjourn Nancy made a motion to adjourn at 8:30 p.m., Mavis 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:

January 3, 2018 @ 9:00 a.m. - Special Trustee Meeting for FY 2019 budgeting

January 10, 2018 @ 7:00 p.m. - Friends of WPL meeting

Spring 2018 - Greenbush Art Event

Submitted by Anne Parent
WPL Board of Trustee Secretary December 26, 2017