

Weathersfield Proctor Library Trustees
Meeting Minutes
Thursday, February 15, 2018, 2018 at 7:00 PM
5181 Rte. 5 Ascutney, VT
Approved: March 15, 2018

Attendance Trustees: Chair-Rick Bates, Vice Chair-Cindy Osgood, Secretary-Anne Parent, Mavis Shand
Library Director (LD)-Mark Richardson; Fundraising Committee: Cookie Shand (absent)
Board Liaison for Construction Project: Ernie Shand (absent)
Public: Rika Henderson

I. Call Trustee Meeting to Order-7:07 p.m

- a. Corrections and additions to the Agenda - II. Fundraising Committee Report (agenda addition shifts all agenda items forward one roman numeral)
- b. Approval of Minutes:
 - i. Approval of January 18, 2018 minutes: Cindy voted to approve the minutes of January 18, 2018. Mavis seconded and all voted in favor.
 - ii. Approval of January 31, 2018 minutes: Anne made a motion to approve the special meeting minutes. Mavis seconded and all voted in favor.
- c. Comments from the Public - Trustees welcomed Rika Henderson to the meeting.

II. **Fundraising Committee Report:** Fundraising Committee report (see attachment) -The Fundraising Committee (presented by Mavis) reports that \$78,410.28 is presently available. This amount includes the \$1,370 from the Mascoma Bank grant and \$350 from local donations. Both of these can only be used for furnishings for the children's addition. Cookie and LD Mark have met with the new Town Accountant, Darlene Kelly. A \$63.32 positive variance (in the Fundraising Committee's favor) was discovered. The 7th Annual Town Trivia Challenge will be held on Saturday, March 10 @ 7 PM at the Weathersfield School. Cookie reports that the Summer Evening with Friends event still has potential to develop into a Town Festival. More details to follow.

III. **Library Director's Report:** LD Mark handed out a draft of a Facts at a Glance brochure. The brochure has sections to highlight upcoming events, service statistics, use statistics and mission statement. Trustees reviewed and LD Mark will have statistics for 8 months (ending 02/28/2018) to update brochure to have a Town Meeting. Of note: Child attendance is at 433 for the 7 month period (07/01/2017 - 01/31/2018). This figure is 11 more than for the entire 12 months prior (07/01/2016-06/30/2017). Our existing anonymous donor has made another donation bringing the total up to 33 volumes. An additional anonymous donor has provided classic English literature volumes. A special thank you to Sally Harris who has been covering books at her home during the construction project. Thank you Sally!

IV. New Business:

- a. SAPA Report ~ Chair Rick and Mavis represented the Library during the taping and it went well. A link is available to view the footage.
- b. Prep for Town Meeting ~ LD Mark to continue to work on Facts at a Glance statistical data. He will contact the Vermont State Librarian to inquire into how to interpret wifi usage from the State of Vermont's DII (Department of Information & Innovation's) report. LD Rick and Cindy to contact Darlene Kelly to obtain figures referencing the tax increase due to the increase to the Library budget. Example to be used is for a house valued at \$80,000. Trustees to continue to prepare for potential questions regarding budget lines with proposed increases.

V. Old Business

- a. Construction update ~ Roof is on! LD Mark and Ernie met with architect at the regular Wednesday construction meeting about the office space, specifically ensuring the space is drywalled. The architect is going to see what they can do to make it happen. Trustees took a field trip to the basement to view the progress. The sewer pipe has been relocated and the trench in which it has been relocated is complete. LD Mark relayed where Sally Harris (volunteers) book processing station will be once the cold air outflow pipe is relocated. Things are coming right along! LD Mark reports that the general contractor has been great to work with.

VI. Review and Motion to Approve and Sign Warrants: Anne made motion to approve WPL expenditures dated February 15, 2018. Cindy seconded and all voted in favor. Payroll: \$2,354.79, Operational: \$1,782.74, Reserves: \$14,963.40.

VII. Other Business:

VIII. Adjourn Cindy made a motion to adjourn at 8:49 p.m., Mavis seconded and all voted in favor.

For Next Meeting:

Budgeting for FY 2019 - Next Steps/update from Town Meeting
Review & Revision of WPL employee job descriptions
Update on New Addition
Review of Trustee By-laws

For Future Meetings:

Update on Town of Weathersfield Library Web page
Update The Greenbush Arts: At the Crossroads of Innovation event

Important Dates:

March 3, 2018 - Town Meeting Day

March 10, 2018 - Town Trivia Challenge @ 7:00 PM @ Weathersfield School
March 17, 2017 - Professor Vincent Feeney @ 3:00 PM @ WPL
May 18, 2018 - Vermont Library Association Meeting
Spring 2018 - Greenbush Art Event

Submitted by Anne Parent
WPL Board of Trustees Secretary February 19, 2018