

Weathersfield Proctor Library Trustees
Meeting Minutes
Thursday, May 17, 2018, 2018 at 7:00 PM
5181 Rte. 5 Ascutney, VT
Approved:

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

I. Call Trustee Meeting to Order-7:00 p.m

- a. Approval of Minutes:
 - i. Approval of April 26, 2018 minutes: Mavis voted to approve the minutes of April 26, 2018. Cindy seconded and all voted in favor.

- b. Comments from the Public - Fundraising Committee report (see attachment) - The Fundraising Committee reports that \$34,311.65 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. \$26,655.77 is in the Reserve account and some of this amount may be used for the heating system. The balance to completion is \$44,698.60. After utilizing the funds left in the expansion account \$10,386.95 will be remaining. In addition there will be additional architect fees. Planning continues for the Summer Evening with Friends is scheduled for Saturday, July 28th, 2018 with music by Jenni Johnson and the Junketeers. Sally Harris will be supporting the event with poster design and Deb Richardson will be focusing on silent auction items. Appetizers with flair are needed. The date for the Newell Green reproduction sale has not been set and the thought is to have it be after the dedication of the children's addition.

II. **Library Director's Report:** (see attached) LD Mark reported on Library attendance and as of the close of April we are within 98 visits of meeting the goal of 5,000 visits! A report was provided detailing Youth Librarian Glenna's work with area child cares, the SCOOP to MHEC changeover and the preparation for the summer reading program. LD Mark also reported on the creation of a proposed format for the Town Report. Ideally the Trustees and LD Mark can work on this to have ready by February 2019. LD Mark reported on year to date budget numbers and forecasted figures for May & June.

III. **New Business:**

- a. Final costs of the construction project - \$44,698.60 is the balance to completion (includes change orders)- see attachment.
- b. Cost of the furnace room modifications - cost for the furnace room modifications were outlined on the change order - see attachment -

Furnace Room Alterations totalled \$4,990 and HVAC additional work totalled \$1,570.

- c. Meet with Selectboard - Cindy made a motion to present to the Selectboard at the June 4, 2018 meeting a request for \$4,379 for the Research Room in the basement and any remaining additional architect fees from the reserve fund. Mavis seconded. Discussion followed with clarification regarding the funds needed and the change orders. Chair Rick called for the vote and all voted in favor. Chair Rick and Mavis to attend Selectboard meeting on June 4, 2018.
- d. Manga and graphic novels - LD Mark and Youth Librarian Glenna would like to purchase books in complete sets that will target the Early Young Adult and Young Adult age groups. Anne made a motion to release \$1,500 out of the Katherine Chapman Fund to purchase manga graphic novels and anime books. Cindy seconded and all voted in favor.
- e. Seed Collection~ Trustees were excited see the beautiful packets of seeds from the Baker Creek Heirloom Seed Company to start our Seed Library! Marina Garland has been in to see them and once she is back in town from a trip she is happy to head up the project. Rika to support Marina.

IV. Old Business

- a. LD Contract - LD Mark and Trustees reviewed edited contract. Mavis made a motion to accept the Library Director contract including Appendix A as presented and to authorize Chair Rick Bates to sign on behalf of the Trustees of Weathersfield Proctor Library. Cindy seconded and all voted in favor. Cindy made a motion to extend 75 hours of vacation time to be used between July 1, 2018 and January 1, 2019. Anne seconded and all voted in favor.
- b. Open House - Open house for the new addition is Saturday, June 23 from 10 am -3 pm. Trustees planned events for the opening. LD Mark to reach out to Nancy for PR/Marketing and the Friends for food.

- V. Review and Motion to Approve and Sign Warrants:** Rika made motion to approve WPL expenditures dated May 17, 2018. Mavis seconded and all voted in favor. Payroll: \$2,271.55, Operational: \$3,463.21, Expansion Fund: \$1,049.50

VI. Other Business:

- VII. Adjourn** Rika made a motion to adjourn at 9:38 p.m., Cindy seconded and all voted in favor.

For Next Meeting:

Review of Social Media Policy

Update on Seed Collection Library

Review & Revision of WPL employee job descriptions

Update on New Addition

Review of Trustee By-laws

For Future Meetings:

Fundraising Committee Recruitment

Fundraising Committee Goals

Update on Town of Weathersfield Library Web page

Update The Greenbush Arts: At the Crossroads of Innovation event

Important Dates:

June 20, 2018- Kick off of Summer Reading Program with Merideth Holch

June 23, 2018 - Tentative Date for New Addition Open House.

July 28, 2018 - Summer Evening with Friends @ Weathersfield Center House

Fall 2018 - Greenbush Art Event

Submitted by Anne Parent
WPL Board of Trustees Secretary May 22, 2018