

Weathersfield Proctor Library Trustees
Meeting Minutes

Thursday, June 21, 2018 at 7:00 PM

5181 Rte. 5 Ascutney, VT

Approved: July 19, 2018

Present: Rick Bates, Chair; Cindy Osgood, Vice-Chair; Mavis Shand; Rika Henderson;
Mark Richardson, Library Director (LD)

Also: Ernie and Cookie Shand

- I. The meeting was called to order at 7:10 PM
 - a. Corrections and additions to the Agenda: None
 - b. Approve minutes: ***Motion***: Minutes of the May meeting were unanimously approved.
 - c. Comments from the Public: Cookie reported for the Fundraising Committee
 - Financial Report: Darlene Kelly (Town Treasurer) has noted that we are presently \$1,404 in the red for the construction, after drawing on the Reserve funds. It is presumed but not certain that the overrun consists of unanticipated architect's fees. It was noted that there had been some billing confusion in February. Might the Friends have any funds available?
 - Cookie gave status updates on the Newell Green evening tomorrow (June 22), the summer Evening with Friends (July 28), and the Book and Bake Sale (Oct 6).
 - Cleaning the heating system will cost \$350 because new State regulations require metal legs for the oil tank. That will need to be done in November, when we will require a tank refill and the tank is light enough to lift.

II. Library Director's Report

- a. Patronage: 11 months into the year, the library has had 5,300 patron visits, exceeding Mark's projections of 5,000 patrons in 12 months.
- b. Financial: The library expenditures are within \$500 of our budget.
- c. Room Dedication: Mark noted that we can dedicate "collections" rather than rooms, since the institution (as opposed to the building) is independent of the town.
- d. Equipment: The computer is on it's last legs. The Town buys equipment in bulk and hence has negotiating power. Mark would like a Trustee to speak with the Town Manager about including the Library in the Town's bulk technology purchases. This would make the machines more affordable and would enable us to upgrade the entire library over the next several years, sooner than if we had to pay full price.
- e. Youth Services (see attached report): We want to bring staff compensation up to minimum wage as soon as possible. Glenna, our Youth librarian, has 2 Masters degrees and 20 year teaching experience and we presently pay her less than \$15 per hour. Rick noted that the anticipated Town action to create a stepped wage scale may solve that issue.

III. New Business:

- a. Maintenance: The heating element in the water heater died this week. We don't use much hot water. John Arrison (electrician) recommended buying a new heater and relocating it under the bathroom rather than replacing the element. It will last longer and prove less expensive because it will be closer to the point of use, wasting less water and less energy.
Motion: the Trustees voted unanimously to replace the the water heater with a new unit to be positioned closer to the point of use for more efficient use.
- b. Landscaping: Shannon Stevens, our gardener and landscaper for years, is gussying the place up for the weekend's events. [Rick suggested talking to the Hartford Parole Office about getting a plumber to install an outdoor spigot as community service to make this task easier.]
- c. Donors: Thank you notes will be sent to Bob Holtorf, Baker Creek Heirloom Seeds, and Mike Stankewicz (sp?) for their generous in-kind donations.
- d. LD request re Convention: Mark wants to go to a few days of the 4-day the Readers' Convention beginning July 12, 2018, in Quincy, MA. The genre this year is sci-fi and epic novels, a very popular area. Mark notes that our collection is very weak in materials for the under-60 reader (we are heavy in mysteries, for example.)
Motion: The Trustees voted unanimously to authorize expenditure of funds not to exceed \$800 for the Library Director to attend the readers' conference in Quincy, MA, beginning July 12, 2018
- d. Postal Fees: Because of a change in PO policy, we will lose our free Post Office box on August 10, because we are on a Rural Route and could have mail delivered directly. We therefore need to either install a free-standing mail delivery box out front or pay \$107/6 months or \$214 for the year. Mark noted that having a free-standing mailbox is tricky - he isn't here everyday to empty it, and we need lots of space for deliveries of bulky items like books. Rick suggested we buy time by renting a PO box. Mark will rent a box for a year; it fits the budget and is below the threshold for requiring trustees' approval.

IV. Old Business

- a. New Addition: Will the Friends help with the \$1,400.82 over-run (that we know of - we're not sure that we've received the final bill yet.). We'll talk with Anne Parent - she's the Treasurer for the Friends. Also, last night's kid's program (CrankyWheel) gave Mark the opportunity to talk with a donor who'll donate bookshelves for the History Room.
- b. Seed Collection: Marina Garland is excited about the potential for the lending library. Mark is looking for an old card catalog to use as a seed storage. Rika suggested the library have a demonstration garden planted with the Baker Creek heirloom seeds to attract attention.

- V. Review and Approve Warrants: **Motion:** The board voted unanimously to approve the warrants, which were signed.

VI. Other Business: None.

VII. Adjourn: **Motion** to adjourn unanimously approved at 9:05 PM