

Weathersfield Proctor Library Trustees
Meeting Minutes
Thursday, July 19, 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 (absent)

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

- a. Corrections to the agenda: None
- b. Approval of Minutes:
 - i. Approval of June 21, 2018 minutes: Mavis voted to approve the minutes of June 21, 2018. Cindy seconded and all voted in favor.
- c. Comments from the Public - Fundraising Update (see attachment) -
Cookie thanked the library for hosting the Newell Green Photograph event and sale. It was very well received and LD Mark relayed he hears positive comments from patrons daily. As of today \$150 has been raised (10% of the sales.) 3-4 Newell Green prints will be donated to the library and tentatively will be displayed in the fireplace room. 80-90 people are expected to attend the Summer Evening with Friends event on Saturday, July 28th at 6:00 pm. Set up will be at 9:15 am that morning. Rika is working on appetizers and Cookie is heading up desserts. Silent auction items number 19.

- II. **Library Director's Report:** (see attached) LD Mark reported on Library attendance and as of the close of FY 2018 visits totalled 5,984! LD Mark further relayed attendance from Wednesday, July 18. 4 programs were running and the library had 82 visitors in a single day! Mavis suggested providing the Selectboard with a report in the future to share the momentum. A report was provided detailing Youth Librarian Glenna's work with area child cares and work with the summer reading program and paper-making workshop. LD Mark shared that a \$875 restricted gift has been received to purchase shelving for the downstairs research room. Book drop to be tidied up with WPL logo and book drop graphic (to deter use as a mailbox.) LD Mark may buy an outdoor display board from the Transfer Station. It is in pretty good shape and an economical way to purchase one. LD Mark showed the Trustees the WPL Public Performance Site License that allows the library to show movies. VT Department of Libraries provides this license. LD Mark also reported on the timeline for the creation of the FY 2019 budget. Budget work to start at the August meeting. The SAPA TV forum to happen again this budget cycle. The Trustees of public funds met today and approved the request to release \$1,500 to purchase complete sets of Manga & Anime books. Glenna is excited. LD Mark proposed moving to Winter Hours in September: Wednesday 10-8, Thursday 10-6, Friday 10-6, Saturday (9-3).

III. New Business:

- a. What's Next? Chair Rick noted that the construction of the bathroom is complete AND the construction of the children's room is complete! Wow! Trustees to focus on "What's Next?" in future meetings to create a 5-year strategic vision. Ideas are to focus on increasing patronage of Young Adult population; creating useful space in the attic, retaining & supporting qualified staff. Strategies include visiting other libraries who are strong in these areas to gain ideas & network. Trustees took a moment to express gratitude for many individuals who have helped the library in recent months. Thank you notes were signed.

IV. Old Business

- a. Plaque: Cindy has provided updated logo to the company and once the design is approved the turnaround time is 2-3 weeks.
- b. Logo - See above.
- c. Finalize Social Media Policy: Cindy made motion to approve the social media policy as presented and to insert it into the Weathersfield Proctor Library Policy Document. Mavis seconded and all voted in favor. Trustees to sign at August Meeting after grammatical items are corrected.
- d. Update on Seed Collection: Seed cabinet is here and looks great! Marina and Rika to start organizing program soon.

- V. Review and Motion to Approve and Sign Warrants:** Rika made motion to approve WPL expenditures dated July 19, 2018. Cindy seconded and all voted in favor. Payroll: \$3,997.03, Operational: \$4,924.95

VI. Other Business: None

- VII. Adjourn** Anne made a motion to adjourn at 9:07 p.m., Mavis seconded and all voted in favor.

For Next Meeting:

Sign Social Media Policy
Update on Seed Collection Library
FY 2019 Budget

For Future Meetings:

Fundraising Committee Recruitment
Fundraising Committee Goals
FY 2019 Budget
Update on Town of Weathersfield Library Web page
Update The Greenbush Arts: At the Crossroads of Innovation event

Important Dates:

July 28, 2018 - Summer Evening with Friends @ Weathersfield Center House
Fall 2018 - Greenbush Art Event

Submitted by Anne Parent
WPL Board of Trustees Secretary July 20, 2018