

**Weathersfield Proctor Library Trustees
Meeting Minutes
Thursday, October 20, 2016 at 7:00 PM
5181 Rte. 5 Ascutney, VT
Approved: November 17, 2016**

Attendance Trustees: Chair-Rick Bates, Vice Chair-Cindy Osgood, Secretary-Anne Parent (absent), Nancy Nutile-McMenemy, Library Director (LD)-Mark Richardson
Fundraising Committee: Cookie Shand

I. Call Trustee Meeting to Order at 7:05 p.m.

- a. Corrections and additions to the Agenda
Library Director One Year Anniversary Evaluation
Letter to TM to attend our monthly meeting
Questions from grant writer re: addition footage
CD rollover for Town Treasurer
Heat pump for addition
Thank You not from Tenney Family
- b. Comments from the Public -None
- c. Approval of minutes of September 15, 2016 Cindy made a motion to approve the minutes as presented, Ernie seconded. There was no discussion, all voted in favoring of approving the Sept. 15 2016 minutes.

II. Library Director's Report (see aatched)

LD Mark was attending the SAPA-TV awards so he arrived late but had copies of his report for the Trustees. Sept. attendance was 409. Trunk or Treat is being held on Oct 29 in association with various groups around town (a safe way for children to Trick or Treat.) Shakespeare program is well attended. LD Mark is looking to area colleges for possible interns. No response yet. (see staffing below)

III. Old Business

- a. update on possible new addition — architect's proposals
Ernie brought to the attention of the Trustees that he received from the Payroll Clerk a question about the mileage charges for the architect. The town pays \$0.54 per mile and the architect is charging \$0.57. Both Ernie and the payroll clerk want to know if we have a contract stating these mileage charges were agreed on.

There was also discussion on the square footage of the addition. The architect (Ralph Nintz) sent the info to grant writer (Kelly Murphy). See attached.

- b. Ernie's term ends soon — what to do?
Anne parent is in the process of contacting Mavis Shand about running in March election for the seat being vacated by Ernie however, Anne was not present to report on this. The Trustees should be think about other people to run.
- c. Staffing at WPL-LD Mark reported that between himself and Judy they are covered until Christmas but some programs that the Youth Services Librarian handled are not being offered. An example of the Day Care was given.

LD Mark suggested that the Trustees may want to redefine the job description and hours of the Youth Services Librarian. Nancy suggested contacting Cheryl Cox a former Board member and retired Springfield Librarian on this re-write.

LD Mark has been contacting area colleges for possible interns. Rick suggested Vermont Community College in Springfield and Cindy suggested Vermont Businesses for Social Responsibility.

IV. New Business

a. Budget proposal for Colin

A budget sheet for FY2018 was included in the warrants packet. It included Budget and Actual for FY 2015 and FY 2016 and Budget FY2017 but no year to date (YTD) figures. The Trustees could not adjust budget line items without seeing YTD figures and ask the LD Mark to contact the Accountant to forward these figures to the Board for their next meeting.

b. Gaming policy-LD Mark is working with other groups in town and the possibility of hosting gaming tournaments at the library has come up. The consoles would be on a closed system (not internet connected.) He suggested we have a policy in place prior to installation. He will write up something and present it at the next meeting.

c. Trunk or Treat event-Groups in Town are getting together to host an event so children can safely Trick or Treat. About 9 groups have signed up. Anne Parent will be hosting the Friends of Weathersfield Proctor Library Trunk.

d. Proposal for Weathersfield Cultural Alliance-This will be an umbrella group in town that would oversee Town wide events to promote community. Groups will include: the library, the Historical Society; Parks and Rec etc. LD Mark will provide more information as it becomes available.

e. Quarterly reports by Trustees to Town-Rick sent an email on Oct. 8 to the Town manager asking him to attend our monthly meeting to discuss these quarterly reports. Rick received no response to this email and the TM was not present at the meeting.

f. Library Director One Year Anniversary Evaluation

Rick received a note from the Town Payroll Clerk (Crystal) that she needed to know about the Library Director's one year evaluation and if the Board was granting an additional one (1) week or 32 hours vacation time and three (3) days or 24 hours personal leave time to the director. Ernie made a motion and Cindy seconded that these leave time hours be added to the benefits package for the Library Director.

Nancy will send a copy of the draft minutes to the Town manager and the Town payroll clerk. Rick will go over the evaluation with the Library Director and forward the evaluation to the Town manager.

g. Letter to TM to attend our monthly meeting (IV New Business e.)

h. Questions from grant writer re: addition footage (see III. Old Business a.)

i. CD rollover for Town Treasurer (see attached) The Town treasurer had contacted the Trustees saying the at the \$50,000 CD is maturing on Oct. 28 and requested direction on how to deal with it. This item was added during corrections and additions and was not addressed during the meeting.

j. Heat pump for addition (see attached) Ernie will contact GMP to get an estimate and more details. Questions came up: Will the heat pump be able to replace the existing oil burner system? What about a cold stretch of below freezing weather is a secondary heating system needed.

k. Thank You Note from Tenney Family-Nancy had received a thank you note from the Tenney Family and shared it with the Board. She also thanked the Board for the Thank You note the Trustee's had sent to her for organizing the Tenney Event on Sept. 3, 2016.

V. Sign Warrants

Payroll \$3752.65, Operation \$ 5921.56

VI. Other Business

Fundraising Committee Report (Cookie Shand)-(see attached) The fund has a balance of \$71,160.71. Yard/Book/Bake sale raised \$506.05. There was also a donation in Fran Wright's name by someone that worked with Fran years ago. A letter is going out to donor for the expansion project.

Adjourn Ernie made a motion to adjourn at 8:57 p.m., Cindy seconded and all voted in favor.

Next Meeting November 17, 2016 at 7 p.m. (note-Nancy will not be in attendance)

For next Meeting:

Gaming Policy

Heat Pump

YTD accounting from Town Accountant

Budget Discussion

Expansion Discussion

Respectfully submitted: Nancy Nutile-McMenemy October 21, 2016