

Weathersfield Proctor Library Trustees
Meeting Minutes
Thursday, January 18, 2018 at 7:00 PM
5181 Rte. 5 Ascutney, VT
Approved: February 15, 2018

Attendance Trustees: Chair-Rick Bates, Vice Chair-Cindy Osgood (absent), Secretary-Anne Parent, Nancy Nutile-McMenemy, Mavis Shand
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. Corrections and additions to the Agenda - IV. Motion to Approve and Sign Warrant; V. New Business ~ b. Fiscal Sponsorship Email, c. Town Meeting Discussion; VI. Old Business ~ c. Snow Removal Update, d. Library Director Contract; VII. Other Business~ a. Trustee Resignation (Please note that the resignation was announced and resignation letter submitted at the end of the meeting and was not added to the agenda during I. Call Trustee Meeting to Order.)
- b. Approval of Minutes:
 - i. Approval of December 21, 2017 minutes: Nancy voted to approve the minutes of December 21, 2017. Mavis seconded and all voted in favor.
 - ii. Approval of January 3, 2018 minutes: Nancy made a motion to approve the minutes as amended. Mavis seconded and all voted in favor.
 - iii. Approval of January 14, 2018 minutes: Nancy made motion to approve minutes as corrected and Mavis seconded. All voted in favor.
- c. Comments from the Public - See II. Fundraising Committee Report and Old Business a. Heat Pump

II. **Fundraising Committee Report:** Fundraising Committee report (see attachment) -The Fundraising Committee reports that \$96,840.28 is presently available. Cookie and LD Mark will meet with the new Town Accountant, Darlene Kelly, to develop more streamlined reporting and to verify the figures above. The Town Challenge will be held on Saturday, March 10 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:** (see attached) LD Mark reported that two new volunteers will be joining the library and the 80 volumes from the LOA are on the way! The construction is closed in and windows have arrived. Volunteers are helping to box up books over the weekend. Patti Arrison will be leading a Tempest group on Wednesday evenings and 8-9 participants are expected. The Library Municipal Collateralized CD has been cashed out and transferred

to Fundraising Account per motion made on 09-21-2017. The Friends of Proctor Library have agreed to pay up to \$100 to have Professor Vincent Feeney come to the library on March 17, 2017 @ 3:00 PM to present Terrible Beauty. Professor Feeney is part of the Vermont Humanities Council. Youth Librarian Glenna continues her work with area Daycares and is currently working with 3 and provides visits and delivery books. 10 visits have occurred with a goal of building that to 22 visits. Deliveries were made to 12 shut-ins with a goal of building that to 22 deliveries. An anonymous donor has provided first edition books and those donations will allow us to stretch the books budget. LD Mark is careful to honor the shelf dates.

IV. Motion to Approve and Sign Warrants: Nancy made motion to approve WPL expenditures dated January 18, 2018. Mavis seconded and discussion followed. Trustees are confused as to the labels Agency Monies and Reserves on the cover sheet. Upon review of the expenditure invoices it was discovered that the the invoice for All Seasons Construction dated 01-16-18 in the amount of \$10,811.70 was expensed into the wrong account. It was entered as an expense to 41-7-101-90.35 (Proctor Library Capital Fund) and should have been put as an expense to 40-2-101-06.50 (Library Expansion). Anne to communicate with Town Manager Ed Morris to have the new Town Accountant, Darlene Kelly correct the journal entry. Further, Anne to review with Darlene the prior expenditure for the current construction project to ensure the correct account was expensed. Chair Rick called for vote on the motion and all voted in favor.

V. New Business:

- a. Sovernet Refund ~ LD Mark relayed that the Sovernet Refund check arrived in the amount of \$1,000. \$1,600 was anticipated but due to the delay in processing \$600 was credited toward our bill to offset monthly charges. Trustees discussed this refund check on 08-17-17 and determined the deposit account in the following motion: *\$1,600 wireless credit to be applied to either construction budget or furnishings in the new children's room (see attached): LD Mark reported that there is a \$1,600 credit on the 08/01/2017 First Light invoice. This amount was budgeted as the status federal grant program that provides for this service was unknown at the time of budget setting. The grant was awarded and options are to request the money to be credited to our account or to have a check cut. Cindy made a motion to instruct LD Mark to request \$1,600 check from First Light. Anne seconded and discussion followed. It would be ideal to move the \$1,600 to a flexible account. Potential account for deposit may be the revenue account 13-6-101-05-00 Library Miscellaneous. All voted in favor and Chair Rick cast vote in favor to achieve quorum. \$1,000 to be deposited in account referenced above 13-6-101-05-00 Library Miscellaneous.*
- b. Fiscal Sponsorship Email ~ Nancy made motion that the Trustees absolutely reject fiscal sponsorship of not only World Under Wonder but any other for profit entity. Mavis seconded and discussion followed. The Trustees are simply not comfortable or familiar with this type of request. Chair Rick called for vote and all voted in favor.

- c. Town Meeting Discussion ~ Mavis stated it was important for the Trustees to build on the information the LD Mark was able to provide at the 01-15-2018 Selectboard meeting and we should be planning for resistance to our proposed increase in budget. Trustees tasked LD Mark to continue to provide statistics on patronage to include outreach to town shut-ins and daycares, programming, etc. It may be an idea to quantify the exact percentage /cents on the dollar of the total Town Budget increase that is due to the proposed Library budget increase for taxpayers to have as information. Trustees to review and offer revision to Library Director Job Description for discussion at the February Trustee Meeting. Nancy questioned how this work would reflect the Library Director taking on tasks typically performed by Town Employees (Recreation tasks in particular) and how the supervision of these tasks would be handled as Nancy has heard 3 individuals who have concerns regarding this (and the fact that a position for Recreation staff was not posted.) Nancy has advised citizens with complaints to contact the Trustee Chair which they have declined to do. Individuals do not seem comfortable in contacting the Board due to the majority vote on the budget. Board Members urged Nancy to continue to encourage individuals to reach out to the Chair and to come to Trustee Meetings as any additional point of view is valuable and if the Board has not directly heard their point of view how can they take it into consideration and separate their feedback from non-direct gossip? Trustees to make clear in job description that the Library Director reports solely to the Library Trustees and all tasks/responsibilities that the Library Director performs must be in the Library Director Job Description and approved by the Library Board of Trustees who hold the responsibility to ensure the mission of the library is supported. As part of that discussion LD Mark was asked to provide an “ideal” library schedule. What schedule would serve our patrons the best? Increasing Library Director hours may allow for expanded hours on Saturdays and earlier hours on Thursday and Friday. Discussion to continue at the February Board Meeting.

VI. Old Business

- a. Heat Pump~ (see attached) Ernie relayed that construction is moving forward and building was closed in today. Timely item is the heat pumps, decision is needed and contract needs signature. Nancy made motion to take the motion from 6-15-2017 off the table. Motion of 6-15-2017 here : Heat Pumps- *Mavis made motion for Cindy to request, review, and approve contract from Green Mountain Power for Heat Pumps with a 15-Year Term. Anne seconded the motion. Discussion: Cindy clarified that with a 10 or 15 year lease it is possible to move to a 7 year lease. Cindy will review the contract and if all looks good she will forward to the Trustees for review. She then will sign. All voted in favor.* Mavis seconded and all voted in favor. Discussion followed and Trustees had contract for review. Anne to notify Cindy to move forward with signing contract.
- b. Candidates for Trustee Position ~ No candidates have filed for a petition to fill slot being vacated by Nancy. Options are to reach out to someone

to get file a petition by Monday, January 25 or find an individual for the Selectboard to appoint. Mavis to reach out to Rika Henderson to see if she has interest in becoming a Trustee.

- c. Snow Removal Update ~ Town plows but it is up to the Library staff to shovel walkways & stairs. LD Mark relayed it is important to make sure the path to the dropbox is clear to allow patrons to utilize it at all times. Ideas are to move the dropbox to the back of the library near the new construction with the vision of patrons being able to drop from their cars (or very near to their cars.) Mavis offered to support in shovelling. Trustees to revisit at future meeting.
- d. Library Director Contract~ Nancy encouraged Trustees to have the Town Attorney review any contract. Anne suggested to focus on the Job Description and to finalize any revisions and let that inform the contract discussion. Trustees to continue conversation at a future meeting.

VII. Other Business

- a. Trustee Resignation~ Prior to meeting adjourning Nancy submitted her letter of resignation effective immediately (see attached). In her letter Nancy states “I find myself unable to support the direction this board is taking. For the first time in ten years as a Library Trustee I am unable to defend a library budget to the taxpayers of Weathersfield.” Anne made motion to accept with regret Nancy’s letter of resignation. Mavis seconded motion and discussion followed.
 - i. LD Mark asked if Nancy would still be attending the opening of the children’s room as he was hoping she would still come and Nancy said yes.
 - ii. Mavis stated she is disappointed with this outcome and she wished that the Board, as a whole, could work together through the budget decision. Nancy relayed that she has been in contact with a large and angry group of citizens who are confused as to her role as a reporter and as a trustee . Nancy feels that the Library and Board would be better served by her stepping off as she cannot support the budget decision at Town Meeting.
 - iii. Nancy and a group of like minded persons are seeking political office. In her case it will be either an appointment to, or election to, the Town Budget Committee. Her group is researching this and she does not know if they will submit paperwork before or after Town Meeting.
 - iv. Nancy stated that the Town is trying to lay all the blame on the Library for tax increases.
 - v. Nancy stated that she will be acting as a journalist and will only be reporting facts and what she has experienced herself. Anne thanked her for expressing this but as a member of the public she will not longer have the responsibility of being a Trustee and she will be free to say what she will and we cannot have an expectation that she or any other member of the public to remain completely objective.

Chair Rick called for a vote on the motion and Anne and Mavis voted in favor (Mavis with deep reservation.) Chair Rick cast one vote with regrets to achieve quorum and motion passed.

- VIII. Adjourn** Mavis made a motion to adjourn at 9:02 p.m., Anne seconded and Mavis and Anne voted in favor. Chair Rick also cast vote in favor to achieve quorum due to the resignation of Nancy during the agenda item above.

For Next Meeting:

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

For Future Meetings:

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

Important Dates:

February 15, 2018 - Monthly Trustee Meeting @ 7:00 PM
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 Trustee Secretary January 20, 2018