

**Weathersfield Proctor Library Trustees**  
**Meeting Minutes**

Thursday, March 15, 2018 at 7:00 PM

Amended Saturday March 17, 2018

5181 Rte. 5 Ascutney, VT

Approved: April 26, 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 PM. Rika was welcomed to the board. In the absence of Secretary Ann Parent, Rika took the minutes.

a. Accept and act on nominations of officers:

- Mavis nominated Rick to continue as Chair, both to provide continuity and because his experience and ability to mentor the rest of us is invaluable since the 4 other trustees have been in office for only a year or less. Rika seconded, Rick accepted and approval was unanimous.
- Mavis nominated Cindy as Vice-Chair. Rika seconded, Cindy accepted and approval was unanimous
- Mavis nominated Ann as Secretary. Rika seconded. Anne had told Rick prior to the meeting that she is willing to continue as Secretary, and approval was unanimous.
- Rick noted the need to clarify the language of the the Library bylaws regarding succession and rotation of officers.
  - Can the Chair *serve* twice or *succeed* him/herself twice (i.e. serve 3 terms)?
  - If someone completes the term of a departing officer, does that count as a full term?
  - Presently an appointment to fill a vacancy “until the next election” could mean any election,(e.g. a national election or vote on a bond issue); it should specify the annual Town Meeting vote.
  - Term rotation needs to be updated since terms are now 3 years rather than 5.
- Cindy suggested that we consider enlarging the board to have a larger pool of candidates for office.

b. Corrections and additions to the Agenda: There were no corrections or additions.

c. Approve minutes: Cindy moved and Mavis seconded acceptance of the February minutes and they were approved unanimously, with Rick voting to make a quorum since Rika was not yet a trustee at that meeting.

d. Comments from the Public: Cookie reported on behalf of the Fundraising Committee ~~and presented the attached spreadsheet of fund balances.~~ The current balance in the Fundraising Account is \$72,969.85, which includes \$1,370 from Mascoma Bank, \$350

from donations (both for furnishing the addition), and \$1,351.25 from the Town Challenge. The Reserve Fund has \$26,655.77. She has met with Darlene Kelly and the allocations are now more accurate and transparent.

- The Town Challenge raised less than last year but she noted that there was an anonymous \$500 donation last year and that, with construction of the addition nearly complete, the need may have appeared less urgent.
- The committee proposes a sale of prints of about 25 photographs by the late Perkinsville photographer Newell Green, and she showed a few printed by David Putnam. The 2,400 original negatives are owned by a gentleman in CT. The sale would have to cover the reproduction costs plus a percentage to the library as well as a percentage to the CT owner. It would be a library special event (e.g. Friday 6-8 PM), with the matted (but not framed) prints displayed in the library. Mark noted that there is a policy in place for art shows at the library, and also that the library would need a security release (for which he has a form) because the library doesn't have museum-quality security.

## II. Library Director's Report:

- Mark gave a guided tour of the new addition.
- He showed samples of the new finishes (carpet, baseboard, floor, walls, etc) and solicited the trustees thoughts on colors, noting that he wants to continue the cream walls throughout the building and to echo the green of the library logo where possible.
- The new library brochure with final figures was presented at Town Meeting.
- Budget: we are 2/3 of the way thru the fiscal year and running at 58% of the annual budget, with close monitoring. We are slightly ahead on payroll (the biggest line item) and there are numerous operating expenses that are highly dependent on weather and construction, like heat, electricity and snow removal. There will be an increase in wifi rates at the end of 2018, perhaps on the order of \$500/yr. Courier service will be covered by the State and we received a \$390 grant toward that.
- Darlene Kelly has noted that there are no problems or concerns regarding the budget. She will continue fine-tuning the library accounting system to mesh better with the Town's system, with line items broken out more clearly and transparently.

## III. New Business

- a. Construction change order funding: Mark noted that there have been change orders because of things the architect didn't specify originally, such as sheet rocking the stone walls in the new office, and the heat pump ductwork. The contractor will pull those numbers together for us to review. There is about \$26,000 in warranted "general" funds available and approved that will enable us to deal with change orders.
- b. Post-mortem of election results: The budget proposal was accepted and passed with ease.
- c. New finishes for construction: see Library Director's report.
- d. Contract & Job Description for LD: continued to the next Trustees' meeting.

- e. New social media policy: continued to next meeting, when we'll review and tweak the Town policies.
- f. Easter event: The first town Easter Egg Hunt will take place March 31 at Hoisington Field in conjunction with the Recreation Dept.
- g. New Board contact list: Mark will draft a proposal that the trustees each get a Town of Weathersfield email address while the Town is updating its website

IV. Old Business

- a. Other construction issues if any: there were none

V. Review and Approve Warrants: Rika moved and Cindy seconded the acceptance and paying of the outstanding bills.

VI. Other Business: None

VII. Adjourn: Cindy moved and Mavis seconded that the meeting was adjourned at 9:06 PM

Respectfully submitted,  
Rika Henderson