

Weathersfield Proctor Library Trustees
Meeting Minutes
Thursday, April 26, 2018, 2018 at 7:00 PM
5181 Rte. 5 Ascutney, VT
Approved: May 17, 2018

Attendance Trustees: Chair-Rick Bates (absent), Vice Chair-Cindy Osgood (acted as Chair), Secretary-Anne Parent, Mavis Shand, Rika Henderson
Library Director (LD)-Mark Richardson; Fundraising Committee: Cookie Shand
Board Liaison for Construction Project: Ernie Shand

I. Call Trustee Meeting to Order-7:03 p.m

- a. Corrections and additions to the Agenda - None
- b. Approval of Minutes:
 - i. Approval of March 15, 2018 minutes: Mavis voted to approve the minutes of March 15 2018 as amended. Anne seconded and all voted in favor.
- c. Comments from the Public - See II. New Business c. Fundraising Committee Recruitment and IV. Old Business a. Construction Update

II. **Library Director's Report:** (see attached) LD Mark reported on Library attendance and as of the close of March we are within 446 visits of meeting the goal of 5,000 visits! A report was provided detailing Youth Librarian Glenna's work with area child cares, the success of the Easter Egg Hunt and the work to obtain a grant for a summer reading performer for the kick off of the summer reading program on Wednesday, June 20, 2018. Assistant Librarian Judy's work with off site pickups and deliveries was also reported on. LD Mark is pondering having a Keurig and coffee set up in the entryway due the space that will be newly available after the construction is over. LD Mark reported on some ideas for the opening of the children's room. Exciting times!

III. **New Business:**

- a. Seed Collection~ Trustees were excited to brainstorm the possibility of a seed collection library program. Rika relayed that Marina Garland seemed excited to help with the project and Rika will follow up with her regarding availability for a potential start this spring. LD Mark flagged that the seeds would need to be stored in a way that did not attract rodents. Rika suggested that a refrigerator may be a good place to store them or possibility the seed library would be open on a certain day of the week and the seeds could be off-site for the remainder of the week. Staffing hours are also a concern and the hope is that volunteers can coordinate this initiative. Trustees are looking forward to the potential of building up connections with the gardening community.

- b. LD Contract ~ Trustees reviewed draft Library Director Contract. Trustees offered edits and LD Mark will redraft for further review at the May Trustee Meeting.
- c. Fundraising Committee Recruitment: Fundraising Committee report (see attachment) -Laurie Cobb, an original member of the Fundraising Committee is moving to Virginia. She and husband Chip will be deeply missed in Weathersfield. Rika moved to appoint Deb Richardson to the Fundraising Committee. Mavis seconded and all voted in favor. The Fundraising Committee reports that \$34,311.45 is presently available. This amount includes the \$1,370 from the Mascoma Bank grant and \$350 from local donations. Both of these can only be used for furnishings for the children's addition. An additional \$1,351.25 was received from the Town Challenge and \$275 via other donations. \$26,655.77 is in the Reserve account and some of this amount may be used for the heating system. Darlene Kelly continues to provide reports and communication is good. The Summer Evening with Friends is scheduled for Saturday, July 28th, 2018 with music by Jenni Johnson and her group. There will also be a silent auction with a goal of having 20 items. Deb has experience with organizing activities and events and the planning is off and running! The cost of the band is \$675. The Shands will be organizing a sale of Newell Green reproduction prints at the Library after the completion of the construction project. A percentage of the sale would go to the library. Cookie provided a draft Library Standing Fundraising Committee Duties list. After the opening of the new construction project, the Fundraising Committee will need new goals provided by the Trustees. Recruitment is now for new FC members. Rika will draft a contact information/term detail sheet including Trustees and Fundraising Committee members.

IV. Old Business

- a. Construction update ~ Wow! Trustees toured construction and were able to walk through the children's room and down the stairs to the lower level. The space looks great. Carpets are 4.5 weeks out from being installed. WPL Trustees are on the Monday, May 7 Selectboard Meeting Agenda. A trustee (TBD) needs to go in the event we need to request reserve funds for the construction project. Prior approval has been granted and if we are in need of the reserve funds a request is the next step. Chair Rick and LD Mark to determine amount of money (if any) to request. Dan Mackey of Green Mountain Power contacted Cindy relaying that a new contract was needed due to the initial quote not including the piping and box in attic. Anne make motion to approve Cindy to review and sign the Green Mountain Power agreement quoting a monthly payment of \$153.11/month. Mavis seconded and discussion followed. The \$153.11 is up from \$119.04/month. With the efficiencies expected with the heat pumps and the amount budgeted for Utilities (\$2,200) & Heating and Fuel (\$1,500), Trustees were comfortable with moving forward with the agreement. Cindy called for a vote and all voted in favor.

- b. Social Media Policy ~ Trustees reviewed draft social media policy and offered edits. LD Mark to include edits into new draft for review at the May Trustee meeting.

- V. **Review and Motion to Approve and Sign Warrants:** Anne made motion to approve WPL expenditures dated April 26, 2018. Mavis seconded and all voted in favor. Payroll: \$4,632.70, Operational: \$3,804.76, Reserves: \$38,933.20, Grant \$60.
- VI. **Other Business:** Mavis & other Trustees let Mark know to let the group know when he will be ready to move books, etc. into new addition so that we can help!
- VII. **Adjourn** Rika made a motion to adjourn at 9:28 p.m., Mavis seconded and all voted in favor.

For Next Meeting:

Review of Library Director Contract
Review of Social Media Policy
Update on Seed Collection Library
Review & Revision of WPL employee job descriptions
Update on New Addition
Review of Trustee By-laws

For Future Meetings:

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

Important Dates:

May 18, 2018 - Vermont Library Association Meeting
Spring 2018 - Greenbush Art Event
June 20, 2018- Kick off of Summer Reading Program with Merideth Holch
July 28, 2018 - Summer Evening with Friends @ Weathersfield Center House

Submitted by Anne Parent
WPL Board of Trustees Secretary April 30, 2018