

**Weathersfield Proctor Library Trustees**  
**Meeting Minutes**  
**Thursday, August 16, 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 (absent), Rika Henderson  
Library Director (LD)-Mark Richardson; Fundraising Committee: Cookie Shand (absent)  
Board Liaison for Construction Project: Ernie Shand (absent)

**I. Call Trustee Meeting to Order-7:19 p.m**

- a. Corrections to the agenda: None
- b. Approval of Minutes:
  - i. Approval of July 19, 2018 minutes: Rika voted to approve the minutes of July 19, 2018. Cindy seconded and all voted in favor.
- c. Comments from the Public - None

**II. Library Director's Report:** (see attachments) LD Mark relayed that he will be attending the Fall Public Library Directors' and Leaders' summit in Barre, VT on November 9, 2018. Two Vermont Library Association representatives will be in attendance. LD Mark relayed a report from Cookie on behalf of the individuals holding Fundraising tasks. The Book and Bake Sale is scheduled for October 6, 2018. The Friends of Proctor Library handle the book sale to fund program and the individuals holding Fundraising tasks will handle the yard sale to raise money for the capital fund. Yard sale items may be dropped off at the Shand barn after September 17, 2018. Cookie is hoping the Trustees to promote membership to the Fundraising Committee. Interested individuals should contact Chair Rick and will be invited to a Trustee meeting. The Summer Evening with Friends brought in \$1,982 and a great time was had by all thanks to the support and work of many people. LD Mark reported on Library attendance and in July 2018 577 patrons were counted! Youth Librarian Glenna is starting to purchase Manga and Graphic novels for the collection. Summer reading program participants received Villagers ice cream gift cards for reading 10 books. Big thank you to Villagers for this great incentive. Glenna is starting to work on Trunk or Treat (October 27, 2018) with the help of Deb Richardson. WPL will be collaborating with the Weathersfield Parks and Recreation Committee and the Weathersfield Conservation Committee to host Dr. Alexis Chesney on a Lyme and tick-borne disease presentation on September 12, 2018.

LD Mark has been working with the Finance Director, Darlene Kelly on Fiscal Year 2018 reconciliation.

**III. New Business:**

- a. Draft Library Budget Cover Page - (attachment) LD Mark provided draft report to be included in the FY 2019-2020 Town Report. Trustees

to review and offer edits. Cindy made a motion to have LD Mark update the Mission Statement in the Town Report to “ The mission of Weathersfield Proctor Library is to provide open and convenient access to information through traditional resources, evolving technologies, programs, and events to people of all ages in the town of Weathersfield. Anne seconded and discussion followed. Trustees agreed that the edited Mission Statement is comprehensive and unambiguous. Chair Rick called for vote and all voted in favor. LD Mark and Trustees to continue reviewing rough draft for revision and additions in future meetings. LD Mark looking for input in all areas and especially in generating Fiscal Year 2019-2020 Goals. Discussion of the importance of reaching the Youth community followed.

- b. Draft Budget - LD Mark provided FY 2020 Budget Calendar as outlined by the Town of Weathersfield. Trustees to follow this schedule and to ensure that the draft budget connects to the mission of the library and FY 2019-2020 goals. LD Mark went through draft budget with Trustees. Following items were highlighted
  - i. LD Mark to propose streamlining accounting items for Books & Magazines.
  - ii. LD Mark to propose itemizing in more detail Dues & Memberships.
  - iii. LD Mark to propose increasing the figure for Programs to best utilize new space & talents of staff.
  - iv. LD Mark to propose increasing Assistant Librarian hours from 10 hours per week to 15 hours per week.
  - v. LD Mark to propose increasing Youth Librarian hours from 10 hours per week to 20 hours per week.
  - vi. LD Mark to propose increase funding for Technology, as computers are in need of major upgrade.
- c. Finalized Social Media Policy - Trustees signed signature page adding Social Media Policy to the Library Policy.
- d. Proposed Shelving updates to the Library-LD Mark gave Trustees a tour of where 3 proposed new shelving projects will go. The 3 areas are in the new meeting room (old children’s room), new children’s room, and front entry way. The updates will showcase the Newell Green donated photographs, create optimal flow in the children’s room and provide a workspace for computers. LD Mark will be getting quotes for the 3 distinct projects.
- e. All Seasons Final Payment Arrangements- Chair Rick to call to get figure for final payment. Funds from fall yard sale will be available for this payment. We are awaiting Certificate of Occupancy.
- f. Recognition of Youth Librarian’s One year of service - Rika made a motion to recognize with deep appreciation the service and talents that Glenna Coleman has brought to the Weathersfield Proctor Library in her first year of employment. Cindy seconded and all voted in favor. Thank you Glenna!
- g. Appreciation and discussion of the changing nature of the Assistant Librarian’s role (and do we want to consider revisiting the job

description?)- Trustees will revisit at future meetings and will review the job description.

- h. Children's Room Collection - dedication event/reception ? - Cindy made a motion to table this item until full trustee attendance. Anne seconded and all voted in favor.

**IV. Old Business**

- a. Greenbush art show update - Trustees discussed tentative timing for the event. LD Mark and Anne to come up with a timeline and proposal for a Fall 2019 event. Timeline and report will be presented to the WPL board in April 2019.

- V. Review and Motion to Approve and Sign Warrants:** Cindy made motion to approve WPL expenditures dated August 16, 2018. Rika seconded and all voted in favor. Payroll: \$2,668.49, Operational: \$4,841.80, Expansion: \$13,769.60

**VI. Other Business: None**

- VII. Adjourn** Anne made a motion to adjourn at 9:13 p.m., Rika seconded and all voted in favor.

**For Next Meeting:**

Update on Seed Collection Library  
FY 2020 Budget Work  
Town Report Work

**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:**

September 12, 2018 - Dr. Alexis Chesney - Lyme & tick-borne disease presentation - @ WPL 7-8:30 pm  
September 17, 2018 - Book & Bake Sale items can be dropped off at Shand barn.  
October 6, 2018- Book & Bake Sale  
November 9, 2018 - LD Mark to attend Fall Public Library Directors' and Leaders' Summit @ Barre, VT 9:30-4:30  
Fall 2019 - Greenbush Art Event



