

Weathersfield Proctor Library Trustees
Meeting Minutes
Thursday, December 13, 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, Rika Henderson
Library Director (LD)-Mark Richardson (absent); Fundraising Committee:
Cookie Shand (absent)
Board Liaison for Construction Project: Ernie Shand (absent)

I. Call Trustee Meeting to Order-7:04 p.m

- a. Approval of Minutes:
 - i. Approval of November 15, 2018 minutes: Mavis voted to approve the minutes of November 15, 2018. Rika seconded. Mavis & Rika voted in favor and Chair Rick cast one vote in favor to make quorum for those present for the November 15, 2018 meeting.
- b. Review and Motion to Approve Warrants: Rika made motion to approve WPL expenditures dated November 15, 2018. Anne seconded and all voted in favor. Payroll: \$3,559.83, Operational: \$834.03

II. **Library Director's Report:** (Chair Rick reported out due to LD Mark's absence) Chair Rick read letter to Trustees from the Trust Company of Vermont dated December 6, 2018. The letter outlined that the Weathersfield Proctor Library is one of the beneficiaries of the Jane L. Bowne Charitable Unitrust. The Weathersfield Proctor Library will receive \$63,018.55. The Trustees took a moment to thank Jane L. Bowne and her family and to read her obituary. What an amazing gift from an amazing woman. The Trustees are so very thankful. LD Mark reports FY20 attendance through November 30 at 3,116! Trustees reviewed latest draft of WPL Facts at a Glance Brochure and offered feedback and edits. Trustees reviewed the proposed Town of Weathersfield Transitional Return to Work Policy and will consider drafting new policy for the Weathersfield Proctor Library. Discussion followed regarding other policies the trustees may want to pursue related to employee rights. Further review is warranted and will be brought back in the January trustee meeting. The Youth Librarian's report was read and it was reported that the Library was the location for a proctored exam on 12-12-2018.

- a. Cindy made motion to ask that the bid that Rexel prepares for the Town of Weathersfield include a quote for LED lighting for the Weathersfield Proctor Library. Mavis seconded and all voted in favor.
- b. Mavis made motion to authorize Chair Rick Bates and Library Director Mark Richardson to determine what will be in the Town Report based on what has been discussed. Cindy seconded and discussion followed. Three Town Report Documents were reviewed and Trustees determined

that the Weathersfield Proctor Library Town Report must include the updated Mission Statement and it must be clear that the Weathersfield Proctor Library is a separate entity and not a department of the town. Chair Rick called for a vote and all voted in favor. Motion carried.

III. New Business:

- a. WPL Policy re: children and access to wifi: LD Mark is identifying the need for a clear policy outlining to parents the library's role. Trustees decided to table until the next meeting to gather more information from LD Mark.
- b. Revised Budget: Cindy made motion to approve the FY 2020 budget as presented on December 13, 2018. Discussion followed~ total revenue as presented is \$131,941. Library Tax Need (account # 13-6-101-01.00) = \$131, 741 & Copies-Printing Revenue (account # 13-6-101-10.00 = \$200. Chair Rick called for a vote and all voted in in favor. Motion passed.

IV. Old Business:

- a. water heater
 - i. Anne made motion to approve the expense to CCI Managed Services for installation and infrastructure maintenance fees and to purchase and install water heater from the Jane L. Bowne Charitable Unitrust bequest provided that the Library Director is able to explain his reasoning to WPL Board delegate Mavis Ellingwood's satisfaction. Cindy seconded and all voted in favor.
- b. computers - See V. Old Business a water heater. i
- c. donations - (see Library Director Report)

V. Other Business:

- VI. Adjourn** Anne made a motion to adjourn at 8:53 p.m., Mavis seconded and all voted in favor.

For Next Meeting:

WPL Policy re: children and access to wifi
Transitional Return to Work Policy discussion
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:

December 14, 2018 @ 6:30pm - Santa visits the Library!!
Fall 2019 - Greenbush Art Event

Submitted by Anne Parent
WPL Board of Trustees Secretary December 18, 2018

