

Weathersfield Proctor Library Trustees Meeting Minutes

Thursday, June 20, 2019 at 7:00 PM

5181 Rte. 5 Ascutney, VT

Approved: July 18, 2019

Attendance Trustees: Chair-Mavis Shand, Vice Chair-Cindy Osgood,
Secretary-Anne Parent, Rick Bates Rika Henderson Library Director
(LD)-Mark Richardson

1. Call Trustee Meeting to Order-7:06 p.m
2. Consent Calendar - *The consent calendar consists of items that are considered to be routine in nature and will be enacted in the form of one motion. Any item can be removed from the consent calendar and heard in its regular order at the request of any Library Trustee or Citizen.*
 - a. Approval of minutes:
 - i. Rick voted to approve the minutes of May 16, 2019. Rika seconded and all voted in favor.
 - b. Review and Motion to Approve Warrants: Rick made motion to approve WPL expenditures dated June 20, 2019 and June 3, 2019. Cindy seconded and all voted in favor. Payroll: \$2,912.18 (Check dates 06/06/2019, 06/13/2019, 06/20/2019); \$1,933.92 (Check dates 05/23/2019, 05/30/2019), Operational: \$597.95 (Check date 06/19/2019); \$997.16 (Check date 05/30/2019).
3. Comments from Citizens on Topics not on Agenda - None
4. Library Director's Report: LD Mark reports FY20 attendance (attached) through May 31 at 6,063! The Youth Librarian's report (attached) was read. LD Mark asked for Trustee "picks" to display at the library. Staff picks are also on display. Planning continues for the Summer Evening with Friends event on Saturday, July 27, 2019 at 6 pm. Music will be provided by Woods Tea Company and Doolittle's has been wonderful to work with on the poster.

OLD BUSINESS

- a. Attic View: LD Mark took Trustees on a field trip to the attic to brainstorm ideas. Trustees to inquire of a visit to the Reading Library to learn more about their

process for a similar-type expansion. There is excitement for the potential of the new space and the windows are lovely.

- b. Seed Library Update: Rika reported that an orientation to the seed library went well on Wednesday, May 22, 2019 @ 6:30 pm. LD Mark shared that patrons have been in to check it out. Thank you Rika!
- c. Security Plan update: Chair Mavis and Rick are reading Library Security book and will be reporting out to Trustees at an upcoming meeting.
- d. Technology Plan: The technology improvement plan continues to evolve. Trustees to re-review draft technology plan. Trustees discussed importance of technology plan with how it ties into the community. Future planning will consider the vision of the attic space as well.

New Business

- e. Thank you notes (Harris, Clattenburg): Trustees signed thank you cards for Sally Harris and the Clattenburg Foundation for their generous gifts to the library.
 - f. Friends of the Library Book Sale: The Friends raised about \$1300 via the book sale!
 - g. Bake Sale/ Yard Sale: The bake sale/yard sale brought in about \$300 for the library expansion fund.
 - h. 8 overhead light covers/new bulbs: LD Mark pointed out the overhead lights in the main room. They are old and need to be replaced in the next fiscal year.
 - i. Circulation Desk: Bob Holtorff is working on a potential design for a circulation desk for the library. Considerations are to accommodate the copier system, allow for a standing desk option for staff, and to maintain access to the fireplace. Updates to come at future meetings.
 - j. Holiday Proposal (July 3 & July 4): Rick moved to approve July 3, 2019 and July 4, 2019 as paid holidays for library staff. Cindy seconded and all voted in favor.
5. Adjourn: Rick made motion to adjourn at 8:50 pm and Cindy seconded. All voted in favor.

Important Dates to Remember:

- Saturday, June 22, 2019- Registration for Summer Reading Program

- Wednesday, July 17, 2019 @ 6:30 pm: Under the Sky Dome with Michael Caduto
- Saturday, July 27, 2019: Summer Evening with Friends

For Future Meetings:

- WPL Policy re: children and access to wifi
- Transitional Return to Work Policy discussion
- Security Plan
- Fundraising Committee Recruitment
- Fundraising Committee Goals
- Update The Greenbush Arts: At the Crossroads of Innovation event

Submitted by Anne Parent WPL
Board of Trustees Secretary
June 25, 2019