

**Weathersfield Proctor Library Trustees Meeting Minutes**

**Thursday, September 12, 2019 at 7:00 PM**

**5181 Rte. 5 Ascutney, VT**

**Approved: October 17, 2019**

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

1. Call Trustee Meeting to Order-7:08 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 July 18, 2019. Minutes could not be approved due to lack of quorum for those present for the July 18, 2019 meeting.
  - b. Review and Motion to Approve Warrants: Anne made motion to approve WPL expenditures dated September 12, 2019. Rick seconded and all voted in favor . Mavis also cast vote in favor to make quorum. Payroll: \$1,972.24 (Check dates 09/05/2019; 09/12/2019); Operational: \$193.17 (Check date 09/12/2019).
3. Comments from Citizens on Topics not on the Agenda - Cookie and Ernie Shand visited meeting to share comments on signage for the library. Cookie relayed that it would be nice to have more visible signage to advertise for programs. LD Mark relayed that the focus for advertisement has moved to social media and postings around town. LD Mark and Trustees to brainstorm a community town crier type of board to have on the side of the library so that it is visible to and from the post office.  
Cookie also relayed that two gift certificates are missing after the Summer Evening with Friends. Rick made a motion to authorize the release of \$10 and \$15 from the fundraising account to replace lost gift certificates. Anne seconded and all voted in favor. Mavis also cast vote in favor to make quorum.
4. Library Director's Report: LD Mark reports FY20 attendance (attached) through August 31 at 944. The Youth Librarian's report was read (attached). LD Mark reported that he is

working on connecting with a plumber about the water heater. LD Mark to communicate with Town office regarding our need for a roof inspection and would like to engage a local company for that purpose.

Rick made motion to approve the expense of \$95 or less out of the endowment fund to cover the cost of a Newell Green print as a thank you for an anonymous donor. Anne seconded and all voted in favor. Mavis also cast vote in favor to make quorum.

Trustees reviewed letters to Selectboard in support of LD Mark requesting spot on Town Manager Search Committee.

LD Mark and Mavis to start work on the State Library Report. LD Mark lead discussion with Trustees on how to create an environment for the Generation Z in the library. The attic holds great potential for this purpose and Trustees to brainstorm furnishings, artwork etc.

#### OLD BUSINESS

- a. Alcohol Policy: LD Mark distributed draft Alcohol Policy that has been reviewed by legal counsel. Trustees to review and bring back to the next meeting.
- b. Security Plan Update: LD Mark is in contact with the Vermont League of Cities and Towns regarding security cameras. LD Mark to get a quote on 4 cameras (1 in parking lot.)
- c. Phone Service: Kinks continue to be worked out.
- d. Town Report: Weathersfield Proctor Library Trustees Report due November 25, 2019. We will be allocated ½ page of text. Trustees Report will include Fundraising Committee report.
- e. Updates on visits to Reading library: Trustees continue to plan to visit the library as schedules allow.

#### New Business

- f. Upcoming Library Programs: Assistant Director Judy is researching starting a book club. A Poetry Workshop is being offered starting September 18, every Wednesday for 6 weeks from 7-8:30 pm. Patti Arrison will be scheduling her Shakespeare Program for the fall. LD Mark is looking into the next VT Humanities

Program. Other potential programs include the Bell Ringers and a Dungeons & Dragons type event. Lots of excitement!

5. Adjourn: Rick made a motion to adjourn at 8:55 pm and Anne seconded. All voted in favor and Mavis cast a vote in favor to make quorum.

Submitted by Anne Parent WPL  
Board of Trustees Secretary  
September 17, 2019