

**Weathersfield Proctor Library Trustees Meeting Minutes**  
**Thursday, October 17, 2019 at 7:00 PM**  
**5181 Rte. 5 Ascutney, VT**

**Approved:**

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

1. Call Trustee Meeting to Order-7:04 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. Cindy voted to approve the minutes of July 18, 2019. Mavis seconded and all voted in favor.
    - ii. Rick voted to approve the minutes of September 12, 2019. Mavis seconded and all voted in favor.
  - b. Review and Motion to Approve Warrants: Rick made motion to approve WPL expenditures dated October 17, 2019. Anne seconded and all voted in favor.  
Payroll: \$4,969.22 (Check dates 09/19/2019; 09/26/2019; 10/03/2019; 10/10/2019; 10/17/2019); Operational: \$903.79 (Check date 10/17/2019).
3. Comments from Citizens on Topics not on the Agenda - None.
4. Library Director's Report: LD Mark reports FY20 attendance (attached) through Septemeber 30 at 1326. The Youth Librarian's report was read (attached) and that she has been learning to cover books from Sally Harris. LD Mark reported that the graphic novels have been moved out into the big room. LD Mark relayed that we are in a 60 month lease for the copier/printer and that there are functionality issues with the new computers. He is looking into other printer options.

## OLD BUSINESS

- a. Alcohol Policy: Rick made motion to adopt the draft policy for alcohol use at Weathersfield Proctor Library Functions. Cindy seconded and discussion followed. LD Mark reiterated that a serving class/training is required. Mavis called for the vote and all voted in favor.
- b. Security Plan Update: LD Mark continues to be 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) from CCI. Trustees would like the cameras to have the ability to be updated and remote disarmament.
- c. Phone Service: Digital transition is still happening.
- d. Town Report: Weathersfield Proctor Library Trustees Report due November 25, 2019. Draft report is being worked on.
- e. Town Manager Search Committee: Mavis attended selectboard meeting where Town Manager Search Committee members were selected. 5 citizens and 4 employees were chosen.
- f. Updates on visits to Reading library: Mavis visited and relayed the gas insert upon entry was wonderful. The upstairs is used for storage and the elevator is called a LULA and covers ADA standards. Trustees to consider basement use as conversation continues regarding elevator.

## New Business

- g. Website ADA: Rick made motion to direct Mark to persist until Town of Weathersfield web site is accurate regarding Weathersfield Proctor Library. Cindy seconded and all voted in favor.
  - i. LD Mark to ask Melanie Marston if our website software is ADA compliant. He will also ask questions regarding ADA website compliance at the Library Director's Summit.
- h. Budget: Draft budget is in process. More to come next Trustee meeting.
- i. Financials: LD Mark provided Trustees with a copy of FY20 budget to actual figures.
- j. Director's Insurance: Anne to meet with Interim Town Manager to gain further understanding of Library Director's insurance options. Anne to follow up with Sven post next Selectboard meeting.

- k. Truck or Treat: Scheduled for Saturday, October 26, 2019 at Hoisington Field! Weathersfield Proctor Library continues to sponsor this event. 9 cars are currently signed up.
  - l. Vermont Director's Summit: LD Mark to attend summit next week. He will be attending the group for towns with populations less than 5,000.
  - m. Holiday closing: Rick made motion to approve a paid day off to library staff for the day before Thanksgiving (Wednesday, November 27, 2019.) Cindy seconded and all voted in favor.
5. Adjourn: Anne made a motion to adjourn at 8:48 pm and Cindy seconded. All voted in favor.

Submitted by Anne Parent WPL  
Board of Trustees Secretary  
October 22, 2019