

Weathersfield Proctor Library Trustees Meeting Minutes

Thursday, January 16, 2020 at 7:00 PM

5181 Rte. 5 Ascutney, VT

Approved: February 20, 2020

Attendance Trustees: Chair-Mavis Shand (arrived late), Vice Chair-Cindy Osgood (assumed Chair position for the meeting), Secretary-Anne Parent, Rick Bates, Rika Henderson (absent), Library Director (LD)-Mark Richardson, Cookie Shand (Fundraising Committee)

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: Rick made a motion to approve the WPL minutes of 12/19/2019. Anne seconded and all voted in favor. Cindy cast one vote in favor to make quorum.
 - b. Review and Motion to Approve Warrants: Rick made motion to approve WPL expenditures dated January 8, 2020 & January 16, 2020. Anne seconded and all voted in favor. Cindy cast one vote in favor to make quorum. Payroll: \$7,722.79 (Check dates 12/26/2019, 01/02/2020, 01/09/2020 & 01/16/2020); Operational: \$1,279.31 (Check dates 01/08/2020 & 01/16/2020).
3. Comments from Citizens on Topics not on the Agenda - See New Business item a.
Fundraising Committee: Town Challenge and Summer Evening.
4. Library Director's Report: LD Mark reports FY20 attendance (attached) through December 31 at 2627. The Youth Librarian's (Glenna) report was read (attached) and that she has is making progress towards the Vermont Public Library Certificate. LD Mark presented an Interlibrary Loan Report drafted by the Circulation Coordinator (Judy) to Trustees showing what has been requested through WPL and what WPL requests from other libraries. LD Mark presented a Library Fundraising Register as of December 21, 2020. The current Fundraising balance is \$16,804.09 and the current Endowment balance is \$59,527.75.

- a. Rick made a motion to vacate the prior decision on the funding of the circulation desk and in its stead to replace it with a motion to approve \$6,000 for the purpose of funding the circulation desk from the Fundraising balance so that the contractor can start immediately. Anne seconded and all voted in favor.
- b. Rick made a motion to vacate the prior decision regarding payment for the Hot Water Heater and in its stead to replace it with a motion to approve \$825 and the cost of an outlet out of the Fundraising Account and not the Endowment Account. Mavis seconded and all voted in favor.

LD Mark reported that the State Report is almost done and that the 2nd Annual Fondue night is Saturday February 22 (sponsored by the Friends of WPL.)

NEW BUSINESS

- a. Fundraising Committee: Town Challenge and Summer Evening~ Trustees welcomed Cookie Shand. Cookie provided a Fundraising Committee report (attached). The Town Trivia Challenge is scheduled for Saturday, March 14, 2020. John Arrison will be providing music and sponsorship letters will be sent to area businesses. The 10th Annual Summer Evening Event planning has begun and the date is being settled. Cookie relayed that the Fundraising Committee is working with LD Mark to brainstorm ways to draw in new attendees while retaining the loyal base of supporters. An idea is to research a country music band. Cindy and Anne to support the search. The Fundraising Committee will also hold the yard sale component of the book & bake sale in June.

OLD BUSINESS

- c. Town Report: Library reports for the Town Report were submitted on schedule.
- d. Financials: Trustees reviewed updated financials through December 31, 2019.
- e. Genealogical collection update: LD Mark provided an update on the status of obtaining collection items.
- f. Brainstorming 120 year library celebration: The 120th year of the library will be 2022 and Trustees discussed having a celebration during the month of June. Brainstorming shall continue for future meetings.
- g. Acknowledgements: LD Mark to work with Cindy to choose & order plaque approved at the 12/19/2019 trustee meeting.

- h. Policy update: collating policy manual: LD Mark to coordinate with Cindy to add updated Job Descriptions to policy manual.
 - i. Trustees up for election: Mavis is up for reelection and form has been completed and submitted to the Town Clerk.
 - j. Budget presentation to Selectboard: Mavis and Rick to attend Selectboard meeting on Monday, January 20, 2020 with revised budget.
5. Adjourn: Anne made a motion to adjourn at 8:32 pm and Rick seconded. All voted in favor.

Submitted by Anne Parent WPL
Board of Trustees Secretary
January 21, 2020