

**Weathersfield Proctor Library Trustees Meeting Minutes**  
**Thursday, February 20, 2020 at 7:00 PM**  
**5181 Rte. 5 Ascutney, VT**

**Approved:**

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

1. Call Trustee Meeting to Order-7:00 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 01/16/2020. Anne seconded and all voted in favor.
  - b. Review and Motion to Approve Warrants: Rick made motion to approve WPL expenditures dated February 6, 2020 & February 20, 2020. Rika seconded. Discussion followed and Trustees noted expenses for Darlene Kelly to look into as the totals did not match (payroll totals re: February 20, 2020 and operating accounting & totals re: February 20, 2020.) All voted in favor with the condition that LD Mark get clarity with Darlene and any corrections to be reported to the Trustees at the March meeting. Payroll: \$3,661.52 (Check dates 01/23/2020, 01/30/2020 & 02/06/2020 & 02/13/2020); Operational: 1,203.96 (Check dates 01/31/2020 & 02/12/2020); Fundraising: \$334.07 (02/11/2020)
3. Comments from Citizens on Topics not on the Agenda - Tyler Harwell was welcomed by the Trustees. Mr. Harwell serves on the Planning & Conservation Commission and is running for a state senate seat.
4. Library Director's Report: LD Mark reports FY20 attendance (attached) through January 31 at 3086. The Youth Librarian's (Glenna) report was read (attached) and that she continues to make progress towards the Vermont Public Library Certificate. She also has resumed visiting the local child care centers which is very welcomed by the providers and children. The Chinese New Year event was enjoyed by a range of participants and

the Trustees would like to recognize the varied skills our staff bring to their positions and patrons. THANK YOU! LD Mark provided an update on liability insurance coverage. The library has guaranteed replacement lost coverage. With the capital improvements that have been made to the library a reassessment visit will be scheduled. LD Mark presented a Weathersfield Proctor Library Website Stats report (attached) for calendar year 2019. Total website visits were 3,651. Future events include Fondu night on Saturday, February 22 at 6:30 pm. LD Mark has been working on the future of the newsletter and there is potential for a digital version coupled with a quarterly version sponsored by the Friends of Proctor Library. In recognition of the many years Chris Harris produced the newsletter, LD Mark to have Sally Harris review the next newsletter prior to publication. LD Mark reports that Steve Donohoue continues to be a generous friend to the library via newsletter articles and book donations.

#### NEW BUSINESS

- a. Fundraising Committee: Mavis presented a Memo and Sponsor Sheet drafted by the Fundraising Committee for the Weathersfield Town Challenge (attached). The Town Trivia Challenge is scheduled for Saturday, March 14, 2020 and library team members will be Rika, Rick and Glenna (hopefully). The 10th Annual Summer Evening Event planning has begun and the date and band must be chosen.
- b. Anne made a motion to appoint a sub-committee composed of Rick and Cindy to handle and decide the logistical details for the Summer Evening with Friends by Thursday, March 5, 2020. Sub-committee will provide details directly to the Fundraising Committee. Rika seconded and all voted in favor.
- c. New Town Office personnel and the library: New Weathersfield Town Manager has arrived and started. Mavis and LD Mark will meet with him in the next month and look forward to working with him. Topics to discuss with him to include state laws (including the Hartford Decision. )

#### OLD BUSINESS

- a. Town Report: Library reports for the Town Report were submitted on schedule. Town Reports have been sent to residents.

- b. Financials: Trustees reviewed updated financials through January 31, 2020. LD Mark reported that he is gaining a stronger understanding of the heat pump/change of layout for utility expense. Trustees to focus on compensation and benefits for FY 2022 and would like the ability to gather information from similar sized libraries in update NY, VT & NH.
- c. Genealogical collection update: LD Mark provided a catalog from the New England Historical and Genealogical Society and AmericanAncestors.org. The catalog contains titles that we may choose for our collection. Trustees were encouraged to look through the catalog to make recommendations. LD Mark reported that Heritage Quest is being dropped from the databases available to the library. Trustees recognized that it will be exciting to have this specialized collection for the library and that there should be an event to celebrate the arrival of the collection. More information to come at future Trustee meetings.
- d. 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. LD Mark reports that the original collection list is available and that we know the identity of the first librarian. Brainstorming to continue in future meetings.
- e. Acknowledgements: LD Mark continues to work with Cindy to choose & order plaque approved at the 12/19/2019 trustees meeting. Once plaque with recognized individuals noted arrives Trustees will approve an unveiling date.
- f. Policy update: collating policy manual: LD Mark presented updated policy manual as collated by Cindy. The updated policy manual includes the Trustee approved updated job descriptions, security plan and alcohol policy. Trustees present signed signature page.
- g. Trustees up for election: Mavis is up for reelection and form has been completed and submitted to the Town Clerk.
- h. Budget presentation to Selectboard: Mavis attended Selectboard meeting on Monday, January 20, 2020 to present revised budget. The Selectboard accepted revised budget.

5. Adjourn: Rika made a motion to adjourn at 8:23 pm and Rick seconded. All voted in favor.

Submitted by Anne Parent WPL  
Board of Trustees Secretary  
February 22, 2020